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ABSTRACT

This handbook explains the requirements for selecting, developing, evaluating, and placing a student in the Refuges and Wildlife Cooperative Education Program of the U.S. Department of the Interior. Following a brief program description, information is provided on the following topics: the responsibilities of various administrators; the program components (career occupations, purpose, objectives, eligibility, selections, appointment, work schedules, pay and benefits, travel expenses, academic expenses, classification and promotion, assignments, transfers, and termination); training program development (orientation and training, trial period, and performance appraisal); and employment after graduation. Twelve appendixes, which make up most of the document, include more detailed descriptions of the program and forms used in training. They consist of the following: (1) definitions; (2) academic occupational requirements; (3) cooperative education agreements; (4) statements of understanding; (5) orientation guide; (6) sample position descriptions; (7) sample performance standards; (8) sample training plan; (9) work period appraisal; (10) sample personnel forms; (11) sample vacancy notice; and (12) qualification standards. (KC)

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REFUGES AND WILDLIFE

HANDBOOK FOR COOPERATIVE EDUCATION PROGRAM

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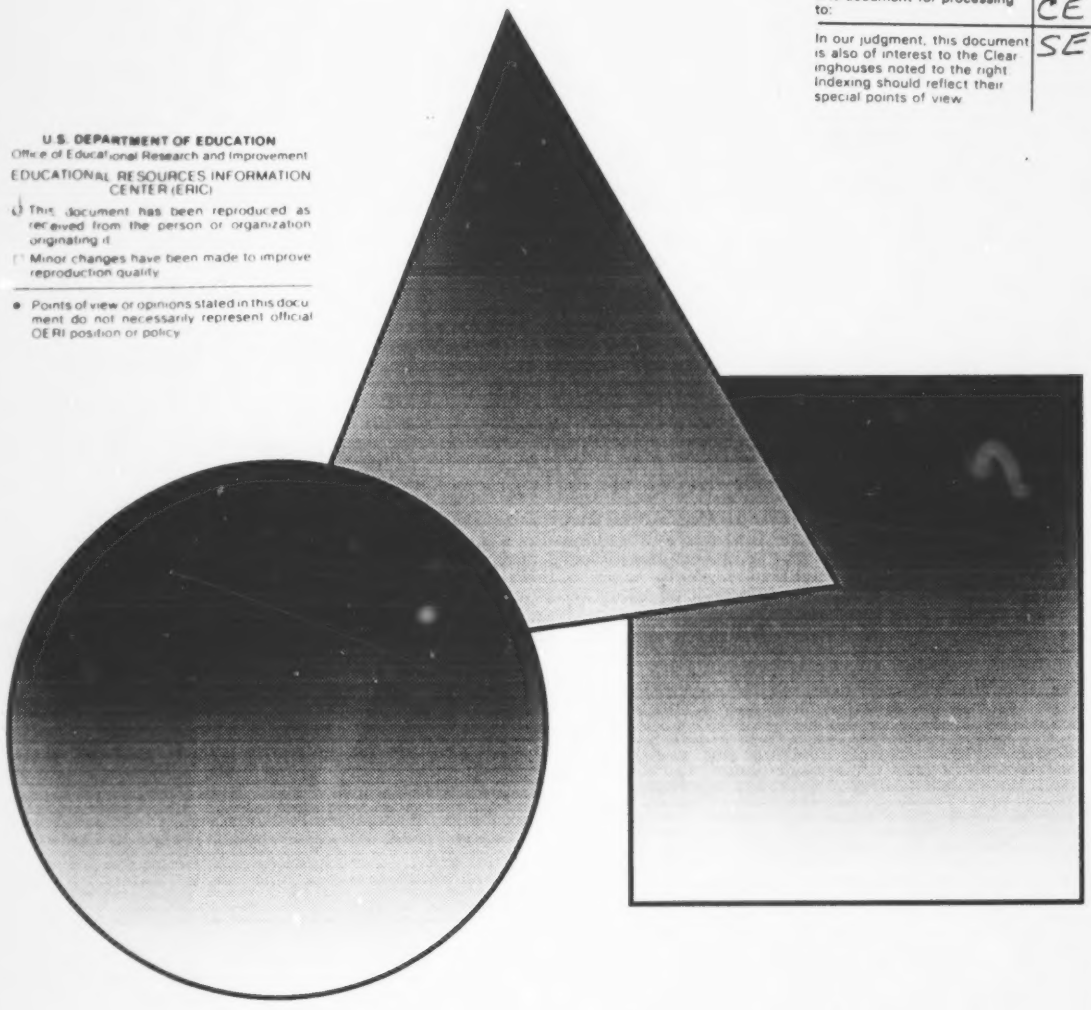

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Memorandum

To: Project Leaders, Associate Managers/Division Chiefs, Refuges and Wildlife, Region 6

From: Assistant Regional Director, Refuges and Wildlife

Subject: Cooperative Education Program

Over the past several years, we have expanded our involvement in the Cooperative Education program. To assist us with the program, a Cooperative Education Handbook was developed by our Workforce Diversity Recruitment and Outreach Team.

The handbook explains requirements for selecting, developing, evaluating, and placing students in the Refuges and Wildlife Cooperative Education program. As you know, all project leaders and supervisors of student trainees are responsible for the student's training and development--this handbook provides guidance in these areas.

If you currently have a student trainee, you are to develop the appropriate documents as it concerns job descriptions, training, and performance plans. The "key" to the success of our Cooperative Education program is how well we do our job in training and evaluation of students.

If you have any questions on the status of students or the program, please contact our Administrative Officer Max Peace, at (303) 236-8148.

Skip Ladd

Attachment

This Handbook explains requirements for selecting, developing, evaluating, and placing a student in the Refuges and Wildlife (Refuges) Cooperative Education Program (Program). Although it attempts to deal with all aspects of the Program, consult the Regional Personnel Office (Personnel) or the Refuges Workforce Diversity Coordinator for additional information.

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REFUGES AND WILDLIFE COOPERATIVE EDUCATION PROGRAM

PROGRAM DESCRIPTION

The Program strengthens the workforce by providing work experience for potential entry-level candidates before they graduate. It is a Federal employment program that provides periods of study-related, paid employment for students pursuing degrees or certificates in a qualified educational institution. The Program blends academic or vocational study and supervised work experience. Benefits for students include direct application of studies and assistance toward occupations with career opportunities. The U.S. Fish and Wildlife Service (Service), by supporting education for tomorrow's potential Service employees, will contribute to diversity in the workplace and provide opportunities for supervising staff to keep up with new methods and concepts.

RESPONSIBILITIES

Regional Office Supervisors

Refuges Regional Office (RO) supervisors, with counsel and guidance from the Workforce Diversity Coordinator, assist in recruiting outreach and determine how many students will be selected and where they will be placed. Supervisors oversee the placement of students that successfully complete the Program, contingent on availability of funds and positions.

Workforce Diversity Coordinator

The Workforce Diversity Coordinator coordinates the Program with the Office of Human Resources, Personnel, supervisors, and educational and vocational institutions (institutions) within Region 6. Existing agreements in other Regions may be utilized, and are based on such factors as quality of curriculum, quality of students, affirmative action opportunities, and commitment of the institution.

Regional Personnel Office

The Regional Personnel Office is responsible for administration and direction of the Program in Region 6. Personnel staff will help establish positions and will assist in recruitment by participating in outreach efforts, providing information and recruitment notices to institutions, and processing personnel actions.

Field Project Leaders

Selected Project Leaders will assist in recruiting outreach efforts. Project Leaders and supervisors of students are responsible for training and development, timely completion of all appropriate documents, informing Personnel of changes by issuing appropriate personnel forms (Appendix J), and providing appropriate travel authorizations and vouchers.

REFUGES AND WILDLIFE COOPERATIVE EDUCATION PROGRAM

Career Occupations

Refuges may employ students in any career field, including biological, public use, management, technical, administrative, clerical, maintenance, etc.

Program Purpose

The Program provides educational instruction designed to strengthen professional, administrative, technical, clerical, wage grade, and other occupations in the Service. Refuges can develop effective workforce and staffing plans through use of the Program, which serves to attract and recruit quality students into the Service, supports workforce diversity objectives, exposes students to Refuge operations, creates an awareness of diverse job opportunities, and promotes education.

Program Objectives

The Program integrates academic studies with Service work experience and assists in the following:

For the Service:

- Provides an effective recruiting source for enhancing workforce diversity.
- Provides opportunities to observe and evaluate students as prospective career employees.
- Brings new educational methods, concepts, and perspectives into the workforce.
- Builds stronger relationships with educators.

For students:

- applies classroom theory to work experiences.
- Provides an opportunities to work with the latest technologies.
- Provides opportunities to observe and evaluate Refuges as a prospective career choice.
- Assists in meeting financial obligations while learning.

- Provides work experience at Refuge stations.

For educational institutions:
- Rounds out education and enriches teaching resources and curricula.
- Increases student enrollment and encourages retention.
- Expands faculty knowledge of Service workforce needs.
- Assists in placement in Service activities.
- Enhances relations with the Service.

Eligibility

- Student must be a citizen of the United States and at least 16 years of age.
- Student must be accepted into a qualifying institution's program.
- Student must pursue a curriculum that fulfills prerequisites for a position in the Service.
- The institution must have a current Cooperative Education Agreement with the Service (Appendix C).
- Student must sign a Statement of Understanding (Appendix D).
- Student must be recommended by appropriate faculty and be selected competitively from those eligible.
- If studying for a baccalaureate degree, student must complete freshman year before appointment.
- Two separate work periods must be completed prior to graduation, if student is studying for a baccalaureate or associate degree.
- Student must have and remain in good academic standing, as determine by the institution, and must have a student record predictive of graduation.
- Student must meet suitability and medical requirements for Federal employment.
- Student must receive acceptable Service performance and work appraisals.
- Student is not required to meet any economic criteria.

Selections

- Once a year, in September, the Assistant Regional Director of Refuges (ARD) will determine the number of student positions available.
- Supervisors select institutions to be targeted for outreach efforts. A time period for outreach efforts will be decided
- Personnel will develop a Program Vacancy Announcement (Appendix K) available to selected institutions.
- Appropriate faculty at selected institutions will recommend qualifying students.

- Personnel staff will review applicants to ensure eligibility standards are met.
- A Refuges panel will review and rank all eligible students referred by Personnel.
- Final selection of students will be made by the respective Associate Manager/Division/Branch Chief.

Appointment

Once selection is made, Personnel will be issued an SF-52. Personnel will then send formal notification to the student and confirm the appointment and assignment. The student's prospective project leader/supervisor will receive a copy of the notification, which will include:

- Job title and grade level
- Duty location and reporting date
- Name and phone number of immediate supervisor
- Cooperative Education Agreements with the student and school
- Medical forms
- Employee benefit information

The student is offered a non-career appointment qualifying him/her, without further competition, for a career or career-conditional appointment **if the Program is satisfactorily completed and the Service offers him/her a career position.**

Non-career appointments will not exceed beyond 120 days after graduation or completion of an approved course of study. If formal graduation or award of a certificate of completion is delayed, the 120-day period begins fifteendays after the institution issues notice of graduation/completion. During this 120-day period, the student is eligible for conversion into a career or career-conditional appointment; this time is not counted towards the minimum study-related work hours.

Full Time Equivalents will be exempt and will not be charged to field stations for students.

Work Schedules

Work experiences must provide sufficient opportunities for the student to gain in-depth experience related to his/her academic or career goals. Academic credit for work experiences is awarded according to each qualifying institution's policy.

Before graduation, baccalaureate and associate degree students must complete at least two, paid, non-consecutive work periods totaling a minimum of 1,040 work hours. The two work periods must be separated by one period of study. All other students must complete at least one, paid work period of 640 work hours. Summers may be included as part of the total cooperative work/study schedule, but only one summer work period can be applied to meet the 1,040 hour work requirement for baccalaureate and associate degree students. These students must expect delay in their projected graduation date to allow time for the non-summer work period.

Special exemptions can be made to allow students to work part-time, with approval of Personnel. Work may be scheduled on a full- or part-time basis, or a combination, depending upon the agreement. Students on part-time tours of duty must work a minimum of sixteen hours per week.

One work period must be within eighteen months of the expected graduation date. Work will be scheduled so that the student can complete the periods and hours of work required for eligibility for non-competitive conversion to a career-conditional appointment within 120 days after graduation.

Pay and Benefits

The student is carried on the Service's roles for the full period of the Cooperative Education appointment. When not in working status, the student will be on leave-without-pay, charged to the last duty station. This requires all benefits be paid by the last station worked at until another work period is started at another station or is converted to a permanent position. Funds will be provided by the RO/Refuges to cover these costs.

Students will be paid in accordance with the appropriate pay level and schedule and are paid for Federal holidays within their work periods. Students on a regular tour of duty will earn four hours of sick leave per pay period and annual leave according to their length of Federal employment, including military service. Unused leave is carried over to the next work period or to conversion to permanent status.

For students holding appointments in excess of one year, participation in the Federal Retirement System is mandatory. Regular life and health insurance benefits are optional; however, if these benefits are waived, opportunity for later enrollment is severely limited.

The Project Leader will authorize uniform allowances comparable to other field personnel. Students will usually be authorized Class C uniform components.

Students are eligible for within-grade and quality step increases as long as they meet the requirements of the Service's performance appraisal system. For within-grade increases, the student, having completed the required waiting period, must meet at least the "Fully Successful" summary rating, and must not have received an equivalent increase during the waiting period. Leave-without-pay status may extend the waiting period for within-grade increases and will be determined by Personnel. Quality step increases are considered performance awards and may be used to recognize students with "Outstanding" summary performance ratings. Students are eligible for performance, superior accomplishment, honorary, and other monetary and external awards based upon their contributions and benefits to the Service and Federal Government.

Travel Expenses

Travel expenses related to work periods will be paid by the Service. Mileage and per diem expenses will be reimbursed for travel between the institution and the duty station by issuance of a travel authorizations and submittal of a travel voucher, in accordance with Federal Travel Regulations. Travel authorizations will be prepared by the duty station and approved by the ARD. Travel vouchers will be approved by the project leader.

Since travel expenses will be paid during work periods, no travel or relocation expenses will be paid when the student is converted to a career or career-conditional position.

Academic Expenses

Tuition and research assistance and vocational expenses are not provided except in unusual situations that have been justified and approved by the ARD. In such cases, only expenses related to student projects that require specialized equipment, printing costs, etc., may be considered.

Classification and Promotion

Students with no previous related education or experience in high school or undergraduate programs may be appointed between the GS-1 and GS-4 grade levels or at a comparable wage grade salary range, based upon their qualifications. Students with previous related

education and experience should be at a GS-04 grade level at the beginning of the second work period, provided that personnel and performance requirements are met. Conversion to a career-conditional appointment is at the GS-05 grade level. Students in a master's degree program should be appointed at the GS-5 grade level during the work/study period. Conversion into a career-conditional appointment is at the GS-7 grade level. Doctoral degree candidates start at the GS-7 grade level during the first work/study period. Conversion into a career-conditional appointment is at the GS-9 level. Associate Managers/Division/Branch Chiefs are responsible for initiating action to increase grade levels.

Students are eligible for promotion to higher-graded, student positions upon meeting appropriate qualification standards and the Service's standards for the next higher grade (Appendix L: Qualification Standards). Time-in-grade restrictions do not apply to Cooperative Education students. For occupations covered by the Federal Wage Grade System, Handbook X-118C, Job Qualification System for Trades and Labor Occupations, or appropriate Service qualification standards may be used.

It is important to ensure upward progression toward the entry level for qualified students who justify advancement by their meritorious performance during work and study periods.

Position classification is based on duties, responsibilities, and qualifications required for the work. Student positions, at all levels, should be classified in the series for the appropriate occupational group and end in 99. All positions classified to the Student Trainee series should be titled Student Trainee followed by a parenthetical title consistent with the occupational field involved [Student Trainee (Outdoor Recreation Planner) GS-0299, Student Trainee (Clerk-Typist) GS-0399, Student Trainee (Refuge Operations Specialist) GS-0499, Student Trainee (Wildlife Biologist) GS-0499, etc.].

Student positions in wage grade occupational fields should be classified in the series for the appropriate occupational group and end in 99 [Student Trainee (Maintenance Worker), WG-4799].

Standard position descriptions are contained in Appendix G for some occupational groups.

Assignments

Student positions will be located at selected Refuges field stations/offices. These field stations/offices will be selected on the basis of the diversity of programs, opportunities for training, capabilities of the Project leader, organizational structure of the staff, and interests of the student.

Associate Managers/Division/Branch Chiefs will make student assignments in their respective zone/area. In making assignments, the needs of the Service for providing specific training will generally take precedence over the personal preferences of the students. However, to the extent possible, employees will be given a choice of possible assignments.

Students usually will not be assigned to stations they have previously been assigned to nor have consecutive work period assignments in the same zone. Exceptions will be made for graduate level, vocational, and business school students.

Transfers

While enrolled in the Program, students are eligible for reassignment to different duty stations within the Service, but not to other agencies. Normally, students will be placed within Region 6, although transfers to other Regions before graduation are possible at the request of the student or the Service.

Terminations

A Cooperative Education appointment may be terminated at any time for any of the following reasons:

- Resignation (student chooses to withdraw from the Program)
- Change to a curriculum that will not qualify for position
- Suspension, expulsion or withdrawal from the institution
- Unsatisfactory work performance or conduct based on performance and/or work period appraisals
- Failure to maintain academic standards
- Inability of the Service, for administrative reasons, to retain the student in the job. Administrative reasons include budget constraints, position limitations, or reduction in force.

It is mandatory that the Project Leader contact the appropriate Associate Manager//Division/Branch Chief regarding termination of a student. The Associate Manager/Division/Branch Chief will then contact Personnel.

TRAINING PROGRAM DEVELOPMENT

Orientation/Training

When the Project Leader receives a copy of the official offer of employment, he/she will contact the student to explain the job, the station and its location, and procedures for reimbursement of travel expenses; to answer questions; to obtain or provide further information; and to establish a rapport with the future employee.

When the student reports for duty, it is the Project Leader's responsibility to develop a training program for the work period. The training program should provide work and learning experiences that progress in difficulty as the student advances.

The student's career interest and aptitudes, along with Service needs, should be considered in preparing the training program. The program should be designed to achieve specific work and learning objectives, while remaining flexible enough to allow for necessary adjustment.

The training program will consist of two components:

- Orientation (Appendix E)
- Training Plan (Appendix H)

Trial Period and Performance Appraisal

The student's first work period is considered a screening period, during which strengths and weaknesses are carefully observed and assessed, and needed counseling is given to improve aspects of the student's performance. If serious performance or conduct problems occur, Personnel will be contacted for advice.

Performance Standards (Appendix G) and Work Period Appraisal (Appendix I) forms must be prepared and explained by the Project Leader in conjunction with all work assignments. In developing standards for specific assignments, the following should be considered:

- Degree of competence with which assigned tasks are to be performed
- Extent to which tasks are completed on time when the student has control over the time factor
- Ability to accept and follow directions and adhere to established regulations in the performance of the job
- Ability to win the respect and confidence of others in the performance of assigned tasks
- Physical ability to perform the job adequately
- Acceptable work habits and on-the-job conduct

Midway and prior to the end of the work period, the Project Leader, preferably with at least one other career staff member who has worked with the student, must review the student's performance, rating him/her against the established performance standards and completing the Performance Appraisal (Appendix G) and Student Trainee Work Period Appraisal (Appendix I). The Project Leader will review and discuss both appraisals with the student midway and prior to end of the work period.

The Project Leader will forward the completed Student's Work Period and Performance Appraisals to the appropriate Associate Manager/Division/Branch Chief at the completion of the student's work period assignment.

The Associate Manager/Division/Branch Chief will review the student's performance and work period appraisals and the Project Leader's recommendation and forward the appraisals to Personnel for filing.

The Associate Manager/Division/Branch Chief will provide a recommendation to the ARD in the cases of either terminating a student or offering a student a career or career-conditional position based on his/her final work period evaluation.

The final decision to retain, terminate, or offer a career or career-conditional position to a student will be made by the ARD.

EMPLOYMENT AFTER GRADUATION

Students are eligible for noncompetitive conversion within the 120-calendar day period following completion of educational requirements provided:

- the educational requirements of the qualifying institution's program have been completed and work experiences necessary to qualify for the occupation have been obtained.
- the following minimum study-related work requirements in a pay status have been satisfied:
  - High school diploma . . . . . 640 hours
  - Undergraduate certificate/diploma . . . 640 hours
  - Associate degree . . . . . 1,040 hours
  - Baccalaureate degree . . . . . 1,040 hours
  - Graduate degree . . . . . 640 hours
- they have been recommended by the Service.

- Service funds and personnel ceilings are available.
- they are citizens of the United States.

Executive Order 12015 states that 120 days are required for conversion and there are no provisions for exceptions. The 120-day period commences upon completion of education and minimum study-related work hour requirements. Work performed before and following completion of the Program requirements and during the 120-day conversion period may not be counted towards meeting the minimum study-related work hours.

Upon conversion, Personnel will apply the qualification standards for the occupation under which the student received training. Written tests are not required for conversion. Students may be noncompetitively converted at the grade level for which they qualify. When simultaneously promoting and converting students into competitive service, time-in-grade restrictions apply. Students are credited for leave-without-pay time towards meeting time-in-grade requirements as determined by Personnel.

Employees converted from Student Trainee appointments begin a one year probationary period on the date of conversion. If converted noncompetitively, the student receives credit for work experience towards the 3-year period for career tenure. In addition to time worked, credit must be given for the first 30 calendar days of each leave-without-pay period.

Students converted to entry level professional positions are eligible for a noncompetitive promotion to the full performance level of that position after meeting the requirements for time in grade qualifications and satisfactory performance appraisals.

Conversion of students to a career or career-conditional appointment is **not** guaranteed and will be contingent on availability of funds, vacant positions, and FTE ceilings, but every effort will be made to place all qualifying students. If the student cannot be placed in Refuges, the availability of the student for placement will be made known to other programs throughout the Service and to the institution where the student is/was enrolled.

APPENDIX A

DEFINITIONS

Alternating periods of study and employment

Alternating academic terms of classroom study and periods of supervised employment of Cooperative Education Students

Cooperative Education

A plan of education that provides for:

- alternating or parallel periods of study and employment
- working agreements among the agency, educational institution, and student
- paid work experiences related to the students' academic studies or career goals
- work experiences supervised and evaluated under the Service's performance appraisal system
- experience sufficient in duration to qualify for career entry and conversion into the competitive service

Parallel periods of study and employment

Concurrent classroom study and supervised employment of Cooperative Education Student Trainees, carrying at least a half-time academic course load and working a minimum of sixteen hours per week.

Qualifying educational institution

An accredited school with the authority to administer requirements, standards and credits necessary to award degrees, diplomas and certificates and that:

- has a cooperative education program
- has appropriate administrative and faculty support to coordinate the program
- fosters a close relationship between study and work
- will support a working agreement with the Service

Student

A person enrolled in a qualifying educational institution's Cooperative Education Program, other than by correspondence, and enrolled in one of the following:

- a graduate or professional degree program
- a baccalaureate degree program
- an associate degree program of not less than two academic years
- an undergraduate certificate or diploma program of not less than one academic year, that is part of an accredited college-level, technical, trade, vocational or business school curricula

- a high school diploma program

Student Trainee

A person accepted into a qualifying educational institution's Cooperative Education Program and who is engaged in a cooperative education work period.

APPENDIX B

ACADEMIC OCCUPATIONAL REQUIREMENTS

Refuge Operations Specialist, GS-0485-5

Basic Requirements:

A. Degree in zoology, wildlife management, or an appropriate field of biology that included at least nine semester hours in zoology, six semester hours in such wildlife courses as mammalogy, ornithology, animal ecology, or wildlife management, and nine semester hours in botany.

B. Combination of education and experience with courses equivalent to a major in one of the fields as described in (A), plus appropriate experience or additional education.

Wildlife Biologist, GS-0486-5

Basic Requirements:

A. Degree in the biological sciences with at least nine semester hours in such wildlife subjects as mammalogy, ornithology, animal ecology, wildlife management, or research courses in the field of wildlife biology; and at least twelve semester hours of zoology or research courses in such subjects as general zoology, invertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology; and at least nine semester hours in botany or related plant sciences. (Excess courses in wildlife biology may be used to meet zoology requirements where appropriate).

B. Combination of education and experience that is equivalent to a major in biological science (at least 30 semester hours), with at least nine semester hours in wildlife subjects, twelve semester hours in zoology, and nine semester hours in botany or related plant science, as shown in (A) above, plus appropriate experience or additional education.

Outdoor Recreation Planner, GS-0023-5

Basic Requirements:

A. Degree in outdoor recreation planning or a related field, such as sociology, forestry, landscape architecture, economics, biological science, park administration, earth science, natural resource management and conservation, civil engineering, urban planning, or recreation. Applicants who qualify on the basis of graduate work in related disciplines must have one or more courses in outdoor recreation.

B. Experience that provided a knowledge of the requirements and practices of outdoor recreation planning or natural resource utilization and conservation.

C. Specialized experience that demonstrated the ability to plan and coordinate the use of land, water, and related resources for recreation and conservation purposes.

APPENDIX C

AGREEMENTS

UNDERGRADUATE DIPLOMA OR CERTIFICATE COOPERATIVE EDUCATION AGREEMENT BETWEEN THE U. S. FISH & WILDLIFE SERVICE AND

This agreement provides a basis for mutual understanding between the above parties in matters relating to Federal employment of cooperative education students who are enrolled in a qualifying educational institution's program.

OBJECTIVES

This Program will provide work experience for enrolled graduate students. In all cases, work assignments will be designed to provide interesting, challenging, and diversified experiences to qualify the student for later professional responsibilities. Mutual support between the parties may be expected to result in many other benefits, not alone to the parties of the agreement, but also to each participating student.

SERVICE RESPONSIBILITIES

1. Designate a staff member to maintain a liaison with the educational institution.
2. Inform the institution of available work opportunities.
3. Determine, in mutual agreement with the educational institution, the number of students to be provided.
4. Establish work schedules that accommodate the academic calendar of the institution and enable the student to meet the requirements of both the institution and the Service for completion of the program.
5. Select appointees from among students referred by the institution without regard to race, ethnic background, color, creed, nation of origin, sex, age, religion, or non-disqualifying physical handicap, including veterans discharged under honorable conditions.
6. Process all personnel actions relating to the student's employment and keep all necessary employment records.
7. Respond promptly to referrals of students by the educational institution.

8. Relate work assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning experience.
9. Place students under competent supervisors and orient them to the work environment and the conditions governing their Federal employment.
10. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
11. Provide needed reports to the institution on student performance.
12. Notify the institution as far in advance as possible of the Service's intent to terminate employment of a student who does not maintain appropriate performance standards or otherwise meet the criteria of the Program as contained in the Agreement.
13. Separate from the Service, under normal Civil Service procedures, students who fail to perform at a satisfactory level or who elect to change their major field of study or who otherwise fail to meet the conditions of the Program. Students appointed under this agreement will be subject to the same rules and regulations as other Service employees with respect to employee responsibility and conduct.

RESPONSIBILITIES OF THE INSTITUTION

1. Designate a representative to work with the Service liaison officer.
2. Inform all likely student candidates of the Service's cooperative education opportunities.
3. Refer all interested and qualified candidates to the Service without regard to race, ethnic background, color, creed, nation of origin, sex, age, or non-disqualifying physical handicap, including veterans discharged under honorable conditions.
4. Correlate work and study in a manner that will assure maximum learning on the part of each student.
5. Determine, in mutual agreement with the Service, the number of students to be provided.
6. Determine the appropriate course credits to be approved for the work performed by the student with the Service.
7. Furnish the Service with requested information about the student's field of study and academic standing.
8. Inform the Service of any change in a student's status, including termination of study, change from full-time to part-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the institution or Service.

CONDITIONS OF STUDENT EMPLOYMENT

Student Eligibility

The student must:

1. be enrolled in a curriculum leading to a diploma or certificate and must be pursuing a major field of study closely related to the job for which he/she is being considered.
2. be enrolled in the institution's Cooperative Education Program.
3. be recommended to the Service by the appropriate faculty as having demonstrated leadership, motivation, and personal characteristics indicating likelihood to perform in a highly successful manner.
4. be a citizen of the United States of America or a native of a country which owes permanent allegiance to the United States (American Samoa).
5. be at least 16 years of age.
6. maintain the academic standards, as required by the educational institution, and a record that is in all ways predictive of graduation.
7. meet medical requirements.
8. meet security requirements.

Appointment

1. Students are appointed under the authority provided in section 213.3202(a) of the Code of Federal Regulations.
2. All appointments extend from the initial appointment to a date not to exceed 120 days after graduation. Extension beyond the 120 days after graduation violates the provisions of an Executive Order of the President of the United States. If formalities of graduation/completion are delayed, the 120-day period begins on the 15th day after the institution issues notice testifying to the student's graduation or completion of an institution's program.
3. A student's appointment may be terminated at any time for any of the following reasons:
   - Resignation
   - Change to a curriculum that will not qualify him/her for the position
   - Suspension, expulsion, or withdrawal from the educational institution
   - Unsatisfactory work performance or conduct
   - Failure to maintain academic standards
   - Physical unfitness for duty
   - Inability of the Service, for administrative reasons, to retain the student's position

Trial Period and Performance Appraisal

1. The student's first work period is considered a screening period during which strengths and weaknesses are carefully observed and assessed, and assistance is given on a continuing basis to improve all aspects of the student's performance.
2. The student's immediate supervisor will review the student's performance, and performance and work period appraisals will be completed.
3. The rating will be discussed with the student and assistance provided both to improve performance where necessary and to determine the student's interest in future employment with the Service.
4. The student will be advised that a copy of the appraisals will be provided to the institution's faculty representative.
5. Performance and work period appraisals will be made during the student's work periods and at the completion of the training period.

Student Work Schedules

1. Schedules will involve alternating periods of full-time study and full-time work (except in situations in which the Service has authorized part-time work due to the nature of the assignments).
2. Work periods may include summers but must not be confined to summers.
3. Work will be scheduled so that, by graduation/completion, the student can complete the required of periods and hours of work required for eligibility for noncompetitive conversion to a career or career-conditional appointment during the 120 days after graduation/completion.

Pay and Benefits

1. Students will be paid in accordance with the regular pay schedules established for their grades and will receive any authorized payment for overtime.
2. Students are paid for holidays within their work periods, if regulations qualify them for such pay.
3. Students on regularly schedule tours of duty will earn four hours of sick leave per pay period and annual leave at the rate authorized for their length of Federal employment, including military service.
4. For students holding appointments that exceed one year, participation in the Federal Retirement System is mandatory. In

the unlikely situation that the appointment is less than one year, the student will be covered under FICA.

5. The student will receive regular life insurance provided to employees unless he/she waives it. If the student is expected to be in pay status for at least one-third of the time of his/her appointment, he/she may also elect optional life insurance and health benefits.
6. When not in pay status, students will be placed on leave-without-pay. If enrolled in the health benefits program, he/she must pay for health insurance during non-pay status.
7. The student will be paid for travel between the school and duty stations during work periods. All such payments are subject to Federal Travel Regulations. Payment for academic costs may be paid at the discretion of the Service. The use of Service facilities, equipment, etc., will be confined to that which is required for the performance of the assignment.

Classification and Promotion

1. Students with no previous related education or experience may be appointed between the GS-1 and GS-4 or comparable wage grade salary levels, based upon their qualifications.
2. Promotion from one grade to another is contingent upon the student's meeting both the qualification standards and the performance requirements of the Service. Although promotion is at the discretion of the Service, students are usually moved through grades so that they will qualify for at least entry level positions upon graduation.

EMPLOYMENT AFTER GRADUATION

1. Within 120 days after graduation/completion, the Service may convert noncompetitively to a career or career-conditional appointment any student who receives a degree or certificate and who satisfies the eligibility requirements cited below.
2. A student is eligible for noncompetitive conversion at the entry level if he or she:
   - Received acceptable performance/work period appraisals for all Service work periods.
   - Meets the qualification standards for the position, except for any written test.
   - Still meets citizenship requirements.
   - Has met one of the following:
     - Has completed an associate degree and has completed, prior to graduation, at least two full-time periods of work,

separated by a period of study, for a total of 26 weeks or 1,040 hours of work. One of the work periods must have been scheduled other than during a summer and one must have been completed within 18 months of graduation.

- Has received a certificate noting completion of any approved institution's program and has completed, prior to graduation, at least one period of at least 16 weeks or 640 hours of work.
- All work counted must be in the same field of work as the appointment and in the agency making the conversion.

3. Although the prime purpose of the Program is to prepare students for the Service's permanent work force, the Service, for administrative reasons, cannot convert noncompetitively all Program graduates nor convert them at the grade for which they are eligible. Students who are not converted may seek eligibility through the competitive process in the same or another area of work. Those who do not meet the work requirements for noncompetitive conversion may also seek eligibility through the competitive system.
4. Students not appointed within the 120 days after graduation will be terminated.

CONDITIONS OF AGREEMENT

The conditions of this agreement are in general conformity with Federal regulations. It is understood, however, that they at no time supersede, alter, or replace such regulations. Many of the conditions are subject to immediate change by new legislation or policy revisions and are mandatory. Changes not required by new laws or regulations will be made only by mutual consent of the Service and the institution. Either party may terminate the agreement with thirty days notice.

APPROVAL

U.S. Fish and Wildlife Service

_____
(Educational Institution)

By_____
(Signature)

_____
(Typed Name)

_____
(Title)

Regional Director
U.S. Fish and Wildlife Service
Region Six
P.O.Box 25486
Denver Federal Center
Denver, Colorado 80225

By_____
(Signature)

_____
(Typed Name)

_____
(Title)

_____
(Address)

_____
(Date)

_____
(Date)

UNDERGRADUATE
COOPERATIVE EDUCATION AGREEMENT
BETWEEN
THE U. S. FISH & WILDLIFE SERVICE
AND

_____

This agreement provides a basis for mutual understanding between the above parties in matters relating to Federal employment of cooperative education students who are enrolled in a baccalaureate program.

OBJECTIVES

This Program will provide work experience for enrolled graduate students. In all cases, work assignments will be designed to provide interesting, challenging, and diversified experiences to qualify the student for later professional responsibilities. Mutual support between the parties may be expected to result in many other benefits, not alone to the parties of the agreement, but also to each participating student.

SERVICE RESPONSIBILITIES

1. Designate a staff member to maintain liaison with the College/University.
2. Inform the College/University of available work opportunities.
3. Determine, in mutual agreement with the College/University, the number of students to be provided.
4. Establish work schedules accommodating the academic calendar of the College/University and enabling the student to meet the requirements of both the College/University and the Service for completion of the Program.
5. Select appointees from among students referred by the College/University without regard to race, ethnic background, color, creed, nation of origin, sex, age, religion, or non-disqualifying physical handicap, including veterans discharged under honorable conditions.
6. Process all personnel actions relating to the student's employment and keep all necessary employment records.
7. Respond promptly to referrals of students by the College/University.

8. Relate work assignments as much as possible to each student's major areas of study and make every effort to maximize the student's learning experience.
9. Place students under competent supervisors and orient them to the work environment and the conditions governing their Federal employment.
10. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
11. Provide needed reports to the College/University on student performance.
12. Notify the College/University as far in advance as possible of the Service's intent to terminate a student who does not maintain appropriate performance standards or otherwise meet the criteria of the Program as contained in the Agreement.
13. Separate from the Service, under normal Civil Service procedures, students who fail to perform at a satisfactory level, elect to change their major field of study, or otherwise fail to meet the conditions of the Program. Students appointed under this agreement will be subject to the same rules and regulations as other Service employees with respect to employee responsibility and conduct.

RESPONSIBILITIES OF THE COLLEGE/UNIVERSITY

1. Designate a representative to work with the Service liaison officer.
2. Inform all likely student candidates of the Service's cooperative education opportunities.
3. Refer all interested and qualified candidates to the Service without regard to race, ethnic background, color, creed, nation of origin, sex, age, religion or non-disqualifying physical handicaps, including veterans discharged under honorable conditions.
4. Correlate work and study in a manner that will assure maximum learning for each student.
5. Determine, in mutual agreement with the Service, the number of students to be provided.
6. Determine the appropriate course credits to be approved for the work performed by the student with the Service.
7. Furnish the Service with requested information about the student's field of study and academic standing.
8. Inform the Service of any change in a student's status, including termination of study, change from full-time to part-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the College/University or Service.

CONDITIONS OF STUDENT EMPLOYMENT

Student Eligibility

The student must:

1. be enrolled in a curriculum leading to a bachelor's degree on a substantially full-time basis (usually at least 12 semester hours or the equivalent) and must be pursuing a major field of study closely related to the job for which he/she is being considered.
2. be enrolled in the College/University Cooperative Education Program.
3. be recommended to the Service by the appropriate staff as having demonstrated leadership, motivation, and personal characteristics indicating likelihood to perform in a highly successful manner.
4. be a citizen of the United States of America or a native of a country which owes permanent allegiance to the United States (American Samoa).
5. be at least 16 years of age.
6. maintain at least the academic standards, as required by the College/University and a record that is predictive of graduation. This requirement to be reviewed at the end of the sophomore and junior year and at the end of the first semester of the senior year.
7. meet medical requirements.
8. meet security requirements.

Appointment

1. Students are appointed under the authority provided in section 213.3202(a) of the Code of Federal Regulations.
2. All appointments extend from the initial appointment to a date not to exceed 120 days after graduation. Extension beyond the 120 days after graduation violates the provisions of an Executive Order of the President of the United States. If formalities of graduation are delayed, the 120-day period begins on the 15th day after the College/University issues notice that testifies to the student's graduation.
3. A student's appointment may be terminated at any time for any of the following reasons:
   - Resignation
   - Change to a curriculum that will not qualify him/her for the position
   - Suspension, expulsion,or withdrawal from the College/University
   - Unsatisfactory work performance or conduct
   - Failure to maintain academic standards
   - Physical unfitness for duty

- Inability of the Service, for administrative reasons, to retain the student in the job

Trial Period and Performance Appraisal

1. The student's first work period is considered a screening period during which strengths and weaknesses are carefully observed and assessed, and needed help is given on a continuing basis to improve all aspects of the student's performance.
2. The immediate supervisor of the student will review the student's performance during the period and performance and work period appraisals will be completed.
3. The rating will be discussed with the student, and assistance provided to improve performance in areas where necessary, and to determine the student's interest in future employment with the Service.
4. The student will be advised that a copy of the appraisals will be provided to the faculty representative of the College/University.
5. Performance and work period appraisals will be made during the student's work periods and at the completion of the training period.

Student Work Schedules

1. Schedules will involve alternating periods of full-time study and full time work (except in situations in which the Service has authorized part-time work because of the nature of the assignments).
2. Work periods may include summers but must not be confined to summers.
3. Work will be scheduled so that by **graduation**, the student can complete the required periods and hours of work required for eligibility for noncompetitive conversion to a career or career-conditional appointment during the 120 days after graduation.

Pay and Benefits

1. Students will be paid in accordance with the regular pay schedules established for their grades and will receive any authorized payment for overtime.
2. Students are paid for holidays within their work periods if regulations qualify them for such pay.
3. Students on regularly scheduled tours of duty will earn four hours of sick leave per pay period and annual leave at the rate authorized for their length of Federal employment, including military service.

4. For students holding appointments that exceed one year, participation in the Federal Retirement System is mandatory. In the unlikely situation in which the appointment is less than one year, the student will be covered under FICA.
5. The student will receive regular life insurance provided to employees unless he/she waives it. If the student is expected to be in pay status for at least one-third of the time of his/her appointment, he/she may also elect optional life insurance and health benefits.
6. When not in pay status, students will be placed on leave-without-pay. If enrolled in the health benefits program, he/she must pay for health insurance during non-pay status.
7. The student will be paid for travel between the school and duty stations during work periods. All such payments are subject to Federal Travel Regulations. Payment for academic costs may be paid at the discretion of the Service. The use of Service facilities, equipment, etc., will be confined to that which is required for the performance of the assignment.

Classification and Promotion

1. Students with no previous related education or experience may be appointed between the GS-2 and GS-5 level based upon their qualifications.
2. Promotion from one grade to another is contingent upon the student's meeting both the qualification standards and the performance requirements of the Service. Although promotion is at the discretion of the Service, students are usually moved through grades so that they will qualify for at least a GS-5 level upon graduation.

EMPLOYMENT AFTER GRADUATION

1. Within 120 days after graduation, the Service may convert noncompetitively to a career or career-conditional appointment any cooperative education student who receives a bachelor's degree and who satisfies the eligibility requirements cited below.
2. A student is eligible for noncompetitive conversion at the GS-5 level if he or she:
   - Received acceptable performance/work period appraisals for all Service work periods.
   - Meets the qualification standards for the position at the GS-5 level, except for any written test.
   - Still meets citizenship requirements.

- Has completed, prior to graduation, at least two, full-time periods of work, separated by a period of study, for a total of 26 weeks or 1,040 hours of work. One of the work periods must have been scheduled other than during a summer and one must have been completed within eighteen months of graduation.
- All work counted must be in the same field of work as the appointment and in the agency making the conversion.

3. Although the prime purpose of the Program is to prepare students for the Service's permanent work force, the Service, for administrative reasons, cannot convert noncompetitively all Program graduates nor convert them at the grade for which they are eligible. Students not converted may seek eligibility through the competitive process in the same or another area of work. Those who do not meet the work requirements for noncompetitive conversion at the GS-5 level may also seek eligibility at that level through the competitive system.
4. Students not appointed within 120 days after graduation will be terminated.

CONDITIONS OF AGREEMENT

The conditions of this agreement are in general conformity with Federal regulations. It is understood, however, that they at no time supersede, alter, or replace such regulations. Many of the conditions are subject to immediate change by new legislation or policy revisions and are mandatory. Changes not required by new laws or regulations will be made only by mutual consent of the agency and the institution. Either party may terminate the agreement with thirty days notice.

APPROVAL

U.S. Fish and Wildlife Service

_____
(College/University)

By_____
(Signature)

_____
(Typed Name)

_____
(Title)

By_____
(Signature)

_____
(Typed Name)

_____
(Title)

Regional Director
U.S. Fish and Wildlife Service
Region Six
P.O.Box 25486
Denver Federal Center
Denver, Colorado 80225

_____
(Address)

_____
(Date)

_____
(Date)

GRADUATE
COOPERATIVE EDUCATION AGREEMENT
BETWEEN
THE U.S. FISH & WILDLIFE SERVICE
AND

_____

This agreement provides a basis for mutual understanding between the above parties in matters relating to Federal employment of cooperative education students who are enrolled in a graduate program.

OBJECTIVES

This Program will provide work experience for enrolled graduate students. In all cases, work assignments will be designed to provide interesting, challenging, and diversified experiences to qualify the student for later professional responsibilities. Mutual support between the parties may be expected to result in many other benefits, not alone to the parties of the agreement, but also to each participating student.

SERVICE RESPONSIBILITIES

1. Designate a staff member to maintain liaison with the University.
2. Inform the University of available work opportunities.
3. Establish work schedules to accommodate the academic calendar of the University and enable the student to meet the requirements of both the University and the Service for completion of the Program.
4. Select appointees from among students referred by the University without regard to race, ethnic background, color, creed, nation of origin, sex, age, religion, or non-disqualifying physical handicap, including veterans discharged under honorable conditions.
5. Process all personnel actions relating to the student's employment and keep all necessary employment records.
6. Respond promptly to referrals of students by the University.
7. Relate work assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning experience.
8. Place students under competent supervisors and orient them to the work environment and the conditions governing their Federal employment.

9. Conduct periodic appraisals of each student's performance and provide counseling to improve performance.
10. Provide needed reports to the University on student performance.
11. Notify the University as far in advance as possible of the Service's intent to terminate a student who does not maintain appropriate performance standards or otherwise meet the criteria of the program as contained in this agreement.
12. Retain the authority to appoint and terminate students participating in the program.

RESPONSIBILITIES OF THE UNIVERSITY

1. Designate a faculty representative to work with the Service liaison officer.
2. Inform all likely student candidates of the Service's cooperative education opportunities.
3. Refer all interested and qualified candidates to the Service without regard to race, ethnic background, color, creed, nation of origin, sex, age, religion, or non-disqualifying physical handicaps, including veterans discharged under honorable conditions.
4. Correlate work and study in a manner that will assure maximum learning for each student. This includes, but is not limited to, curriculum adjustments to allow a regularly prescribed tour of duty during the academic year and to obtain the courses necessary to complete their degree requirements.
5. Furnish the Service with requested information about the student's field of study and academic standing.
6. Inform the Service of any change in a student's status, including termination of study, change from full- to part-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the University or the Service.
7. Provide written affirmation from the dean or head of the student's graduate school that the work experience the student gains within the Service will either help to meet his or her degree requirements or will receive course credit towards the degree.

CONDITIONS OF STUDENT EMPLOYMENT

Student Eligibility

The student must:

1. be enrolled in a curriculum leading to a master's or doctorate degree on a substantially full-time basis (at least 12 semester hours or the equivalent) and must be pursuing a major field of study closely related to the job for which he/she is being considered.
2. be enrolled in the University's Cooperative Education Program.

3. be recommended to the Service by the appropriate staff.
4. meet the full qualification requirement prior to appointment, including a passing score on written tests, if appropriate. The Service will be responsible for determining eligibility and selection of students.
5. be a citizen of the United States of America or nationals.
6. be at least 16 years of age.
7. maintain the minimum grade average required by the University for graduation from the advanced degree program and maintain a record predictive of graduation and success on the job.
8. meet medical requirements.
9. meet security requirements.
10. be subject to all laws and policies governing equal employment opportunity in the Federal service.

Appointment

1. Students are appointed under the authority provided in section 213.3202(b) of the Code of Federal Regulations.
2. All appointments are conditional for the full period extending from the initial appointment to a date not to exceed 120 days after completion of degree requirements.
3. An appointment may be terminated at any time for any of the following reasons:
   - Resignation
   - Change to a curriculum that does not qualify him/her for the position
   - Suspension, expulsion or withdrawal from the university
   - Unsatisfactory work performance or conduct
   - Failure to maintain academic standards
   - Physical unfitness for duty
   - Inability of the Service, for administrative reasons, to retain the student' position
4. The length of appointment shall provide adequate time for students to complete requirements for graduate degrees.

Trial Period and Performance Appraisal

1. The student's first work period is considered a screening period during which strengths and weaknesses are carefully observed and assessed, and needed help is given on a continuing basis to improve all aspects of the student's performance.
2. The immediate supervisor of the student will review the student's performance during the period and performance and work period appraisals will be completed.

3. The rating will be discussed with the student, and assistance provided to improve performance where necessary, and to determine the student's interest in future employment with the Service.
4. The student will be advised that a copy of the appraisals will be provided to the faculty representative of the University.
5. Performance and work period appraisals will be made during the student's work periods and at the completion of the training period.

Student Work Schedules

1. Schedules will involve alternating periods of full-time study and full-time work (except in situations in which the Service has authorized part-time work because of the nature of the assignments).
2. Work periods may include summers if they are an integral part of the University's academic cycle.
3. To be noncompetitively converted, a student must have completed a minimum of sixteen weeks or 640 hours of employment. The term of work schedules will be in keeping with prescheduled agreements between the University and the Service.

Pay and Benefits

1. Students will be paid in accordance with the regular pay schedules established for their grades and will receive any authorized payment for overtime.
2. Students are paid for holidays within their work periods if regulations qualify them for such pay.
3. Students on regularly scheduled tours of duty will earn four hours of sick leave per pay period and annual leave at the rate authorized for their length of Federal employment, including military service.
4. For students holding appointments that exceed one year, participation in the Federal Retirement System is mandatory. In the unforseen situation in which the appointment is less than one year, the student will be covered under FICA.
5. The student will receive regular life insurance provided to employees unless he/she waives it. If the student is expected to be in pay status for at least one-third of the time of his/her appointment, he/she may also elect optional life insurance and health benefits.

6. When not in pay status, students will be placed on leave-without-pay. Also, if enrolled in the health benefits program, he or she must pay for health insurance during nonpay status.
7. The student will be paid for travel between the University and duty stations during work periods. All such payments are subject to Federal Travel Regulations. Payment for academic costs may be paid at the discretion of the Service.

Classification and Promotion

Students will be appointed in Student Trainee positions at grade GS-5/7/9 for all master students and GS-7/9/11 for all doctorate students.

ACTION UPON COMPLETION OF DEGREE REQUIREMENTS

1. a. Students who completing requirements for an advanced degree and have satisfactorily performed work study assignments may, at the option of the Service, be converted to career or career-conditional appointments in the Service, provided they receive their advanced degree; have worked at least sixteen weeks or 640 hours in career-related work study assignments; and are recommended, in writing, by appropriate Service supervisory officials knowledgeable of their performance.
   b. Noncompetitive conversion will be effected within 120 days following completion of requirements for the degree. If graduation or the awarding of the degree is delayed more than 15 days after completion of academic requirements, the 15th day after the completion of such requirements starts the 120-day period. Those students not converted within this time will be separated terminated their appointments.
   c. Students converted to career or career-conditional appointments following completion of degree requirements may enter career ladder positions and may be promoted within these ladders.
2. Students disqualified before completing the Program or those not recommended for conversion will be terminated and may only be reappointed through competitive procedures.
3. Although the prime purpose of Federal employment is to prepare students for the Service's permanent work force, the Service, for administrative reasons, cannot convert noncompetitively all the Program graduates or convert them at the grade for which they are eligible. Students not converted may seek eligibility through the competitive process in the same or another area of work.

CONDITIONS OF AGREEMENT

The conditions of this agreement are in conformity with Federal Personnel Manual Chapter 308, Subchapter 3 dated August 14, 1981, and in general conformity with Federal regulations. It is understood, however, that the agreement at no time supersedes, alters, or takes the place of such regulations. Many of the conditions are subject to immediate change by new legislation or policy revisions and are mandatory. Changes not required by new laws or regulations will be made only by mutual consent of the Service and the University.

APPROVAL

U.S. Fish and Wildlife Service _____
(University)

By_____ _____
(Signature) (Signature)

_____ _____
(Typed Name) (Typed Name)

_____ _____
(Title) (Title)

Regional Director
U.S.Fish and Wildlife Service
Region Six
P.O. Box 25486
Denver Federal Center
Denver Colorado 80225 _____
(Address)

_____ _____
(Date) (Date)

APPENDIX D

STATEMENTS OF UNDERSTANDING

U.S. DEPARTMENT OF THE INTERIOR
STATEMENT OF UNDERSTANDING
COOPERATIVE EDUCATION PROGRAM
(Undergraduate Diploma or Certificate)

The Statements below are to be addressed by each student at the time of appointment to a position under the Cooperative Education Program.

1. I have received a copy of the Cooperative Education Agreement between my academic institution and the U.S. Fish and Wildlife Service.
2. My questions concerning the terms of the Agreement have been answered to my satisfaction.
3. I understand that my employment as a cooperative education student may extend the time necessary to complete diploma/certificate requirements.
4. I agree to provide a copy of my current transcripts to the Service Program Coordinator at the beginning of each work period.
5. I understand that I must maintain the academic and work performance standards as outlined in the Agreement, and that failure to do so may result in termination from the Program.
6. I must complete all required work periods prior to graduation.
7. This Agreement covers an academic program leading to an undergraduate diploma or certificate and cannot be extended to include an undergraduate degree.
8. I agree to the provisions of the agreement that permit the sharing of appraisal information between the Service and the educational institution. I understand my authorization is necessary in view of the Privacy Act of 1974 and that my failure to do so could result in disqualification for participation in the Program.
9. It is my understanding that although the Service will make every effort to place each student in a position upon completion of the Program, there is no absolute obligation to do so.

Comments (if any):

_____

Date Signature of Student

NOTE: This statement of understanding will be filed in the appointee's Official Personnel Folder.

U.S. DEPARTMENT OF THE INTERIOR
STATEMENT OF UNDERSTANDING
COOPERATIVE EDUCATION PROGRAM
(Undergraduate)

The Statements below are to be addressed by each student at the time of appointment to a position under the Cooperative Education Program.

1. I have received a copy of the Cooperative Education Agreement between my college/university and the U.S. Fish and Wildlife Service.
2. My questions concerning the terms of the Agreement have been answered to my satisfaction.
3. I understand that my employment as a cooperative education student may extend the time necessary to complete degree requirements.
4. I agree to provide a copy of my current transcripts to the Service Program Coordinator at the beginning of each work period.
5. I understand that I must maintain the academic and work performance standards as outlined in the Agreement, and that failure to do so may result in termination from the Program.
6. I must complete all required work periods prior to graduation.
7. This Agreement covers an academic program leading to an undergraduate degree and cannot be extended to include a graduate degree.
8. I agree to the provisions of the agreement that permit the sharing of appraisal information between the Service and the college/university. I understand my authorization is necessary in view of the Privacy Act of 1974 and that my failure to do so could result in disqualification for participation in the Program.
9. It is my understanding that although the Service will make every effort to place a student in a position upon completion of the Program, there is no absolute obligation to do so.

Comments (if any):

_____

Date Signature of Student

NOTE: This statement of understanding will be filed in the appointee's Official Personnel Folder.

U.S. DEPARTMENT OF THE INTERIOR
STATEMENT OF UNDERSTANDING
COOPERATIVE EDUCATION PROGRAM
(Graduate)

The Statements below are to be addressed by each student at the time of appointment to a position under the Cooperative Education Program.

1. I have received a copy of the Cooperative Education Agreement between my university and the U.S. Fish and Wildlife Service.
2. My questions concerning the terms of the Agreement have been answered to my satisfaction.
3. I understand that my employment as a cooperative education student may extend the time necessary to complete degree requirements.
4. I agree to provide a copy of my current transcripts to the Service Program Coordinator at the beginning of each work period.
5. I understand that I must maintain the academic and work performance standards as outlined in the Agreement, and that failure to do so may result in termination from the Program.
6. I must complete all required work periods prior to graduation.
7. This Agreement covers an academic program leading to a graduate degree.
8. I agree to the provisions of the agreement that permit the sharing of appraisal information between the Service and the university. I understand my authorization is necessary in view of the Privacy Act of 1974 and that my failure to do so could result in disqualification for participation in the Program.
9. It is my understanding that although the Service will make every effort to place each student in a position upon completion of the Program, there is no absolute obligation to do so.

Comments (if any):

_____

Date Signature of Student

NOTE: This statement of understanding will be filed in the appointee's Official Personnel Folder.

APPENDIX E

PROJECT LEADER'S ORIENTATION GUIDE FOR STUDENT TRAINEES

Topics for Discussion **Date Completed**

1. *Who is your employer?*
   U.S. Department of the Interior, U.S. Fish and Wildlife Service, Refuges and Wildlife (Brief description of each)

2. *What is the U. S. Fish and Wildlife Service and Refuges and Wildlife?*
   Mission, organization, NWR System, history and importance as a System

3. *Your refuge/station*
   Brief history, station objectives, statistics (typical waterfowl numbers, public use figures, etc.); provide copies of master plan, management plans, recent annual narratives, etc. to be read at employee's leisure

4. *Student's Job*
   a. Duties - Provide position description, supplemented with a more detailed training plan outlining specific work projects and rough schedules
   b. Performance Requirements - Fully explain the evaluation process; stress frequent two-way communication, including the student's responsibility to keep the supervisor apprised of work progress/problems/needs; note that Project Leader is the ultimate supervisor/evaluator, although input from other staff is solicited; convey that the assignment largely determines student's future with the Service and provides the student an opportunity to evaluate the Refuges and Wildlife program.
   c. Miscellaneous Necessary Job Details - Work hours, including lunch and coffee breaks, unusual tours of duty (overtime vs. compensatory time, weekends, etc.), pay check, including deductions and timing, leave, etc.
   d. Health and Safety - Station safety program, location of fire extinguishers, first aid kits, material safety data sheets, emergency numbers and procedures, etc.
   e. Public Relations - How to deal with the public, Freedom of Information/Privacy Act considerations, tort claims.

f. Travel - Explain any travel expected in the job and procedures (advances, authorizations, vouchers).
g. Government Vehicles - Explain vehicle assignments, responsibility for oil checks and other minor maintenance, guidelines for use of vehicles (after hours, off refuge, etc.)
h. Employee Suggestions and Incentive Awards - Explain.

5. *Career Opportunities*
   a. Promotions - Discuss promotion possibilities within the Cooperative Education Program and immediately following program completion, procedures for future assignments
   b. Career Planning - Discuss coursework/education needs, special interests (law enforcement, botany, range management, public use, etc.) and how these might impact career planning.

6. *Benefits*
   Insurance - FEGLI and health plans
   Retirement - FERS, including Thrift Plan
   Savings Bonds - Explain payroll deduction option
   Compensation for injury/continuation of pay
   Designations of beneficiary

7. *Obligations*
   Conduct - Stress "You are the Service when in public"
   Code of Ethics - Team spirit, waste, fraud, and abuse, etc.
   Property Accountability - Responsibility
   Safety - Stress attitude and safety is highest priority
   EEO - Stress attitude and careful avoidance of any actions/talk of sexual harassment
   Outside and Political Activities - Give guidelines
   Financial Obligations - Responsibilities

8. *Rights*
   EEO - Provide and discuss EEO and sexual harassment process
   Appeals and Grievances - Explain procedures
   Union Membership (if applicable)

9. *Separations*
   During Work Periods
   During Academic Periods
   Reductions in Force
   Resignation

10. *General*
    Sign Out (DI-105) - Keys and other government property
    Imprest Fund - Procedures
    Timekeeping - Procedures and requirements
    Reimbursements for Travel Vouchers - Procedures
    Procurement of Supplies - Procedures
    Use of Office Machines - Copy machine, telephones, radios, etc.
    Filing and Typing - Location of files, who is responsible and priorities/procedures for typing
    Government Driver's License - Driving test and forms
    Bulletin Boards - Location and use
    Changes of Address - Check mailing,savings bonds, Thrift Plan, official and personal correspondence
    Credit Unions, Banks, Hospitals, etc. - Local availability and tips
    Employee organizations/activities -Coffee funds, etc.
    Community - Housing, transportation.

    If possible, take student around to meet local refuge cooperators, other agency employees, merchants, etc., as opportunities arise.

APPENDIX F

SAMPLE
POSITION DESCRIPTIONS

Student Trainee ( ) GS-0499-3 Job No. T-10

Introduction

Incumbent serves as a student trainee under a cooperative education agreement with a participating college or university. The student performs a variety of duties in support of professional managers/biologists. Assignments are designed to orient and expose the student to the mission and work of the U.S. Fish and Wildlife Service and to the benefits and conditions of Federal employment.

Major Duties

- Receives on-the-job instruction, work assignments, and reading assignments that supplement academic training in the major areas of study.
- Carries out census efforts; collects and records information on habitat conditions, weather data, water level, gauge readings, and visitor use.
- Drafts simple interpretive material, such as species lists and basic information on various sites of interest to the public.
- Answers routine questions from visitors, provides directions, and may be called upon to conduct tours of the station.
- Participates occasionally in facility maintenance duties, such as cleaning, painting, mowing, and routine maintenance.
- Prepares routine reports and covers project office during brief periods of absence of office staff.
- Conducts population surveys and collects and/or identifies specimens of birds, small mammals, reptiles, amphibians, and plants found locally.
- Keeps track of YCC Camp supplies, materials, and tools, and ensures their availability at the proper site and time.
- Participates as an observer in habitat management planning, food crop planting, and law enforcement activities.

Factor 1 - Knowledge Required by the Position

- General knowledge of wildlife biology and elementary knowledge of the operational routines and procedures used in this area to perform a variety of tasks.
- Knowledge of technical terminology used in the field of wildlife biology to understand routine assignments and communicate with co-workers.
- Knowledge and skill in taking very basic scientific measurements, performing simple mathematical calculations, and keeping simple

records in order to collect and assemble data from field surveys or investigations.

- Ability to perform repetitive tasks with accuracy.

Factor 2 - Supervisory Controls

Specific instructions are provided on a task-by-task basis. Incumbent performs tasks independently and completed work is reviewed for accuracy, quality, and adherence to instructions. Some tasks are assigned for training purposes and are performed under greater supervision. Incumbent is not responsible for conducting entire studies or surveys or for altering established methods and procedures.

Factor 3 - Guidelines

Guidelines are in the form of specific oral instruction relating to the station work assignments and will include reading assignments that supplement academic training in the major area of study. Incumbent will perform the work according to the guidelines; deviations must be authorized by the supervisor.

Factor 4 - Complexity

Assignment includes primarily routine tasks designed to prepare the student for professional biological work. Varied and more demanding assignments are phased in as incumbent gains experience and additional education. Incumbent assists others by doing simpler portions of daily work operations and by working independently on other operational tasks which are repetitive in nature.

Factor 5 - Scope and Effect

Work effort enhances appearance of the physical site, facilitates the technical and professional mission of the project, and provides on-the-job professional training for students in their particular biological field.

Factor 6 - Personal Contacts

Personal contacts are with employees within the immediate work unit.

Factor 7 - Purpose of Contacts

Contacts are for the purpose of receiving work assignments, receiving instructions, reporting progress of problems, and reporting on completed work.

Factor 8 - Physical Demands

The work involves standing, bending, walking, and a moderate amount of physical exertion. The incumbent may be required to lift objects weighing up to 25 pounds in performance of assigned duties. Incidental operation of Government owned or leased vehicles is required.

Factor 9 - Work Environment

The incumbent works indoors in an office or workshop setting and/or outdoors, where the incumbent may encounter variable weather conditions. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class C.

Student Trainee ( ) GS-0499-4 Job No. T-11

Introduction

Incumbent serves as a student trainee under a cooperative education agreement with a participating college or university. The student performs a variety of duties in support of professional managers/biologists. Assignments are designed to orient and expose the student to the mission and work of the U.S. Fish and Wildlife Service and to the benefits and conditions of Federal employment.

Major Duties

- Receives on-the-job instruction, work assignments, and reading assignments that supplement academic training in the major areas of study.
- Carries out census efforts; collects and records information on habitat conditions, weather data, water level, gauge readings, and visitor use.
- Drafts simple interpretive material, such as species lists and basic information on various sites of interest to the public.
- Answers routine questions from visitors, provides directions, and may be called upon to conduct tours of the station.
- Participates occasionally in facility maintenance duties, such as cleaning, painting, mowing, and routine maintenance.
- Prepares routine reports and covers project office during brief periods of absence of office staff.
- Conducts population surveys and collects and/or identifies specimens of birds, small mammals, reptiles, amphibians, and plants found locally.
- Keeps track of YCC Camp supplies, materials, and tools and ensures their availability at the proper site and time.
- Participates as an observer in habitat management planning, food crop planting, and law enforcement activities.

Factor 1 - Knowledge Required by the Position

- General knowledge of wildlife biology and knowledge of the operational routines and procedures used in this area to perform a variety of tasks.
- Knowledge of technical terminology used in the field of wildlife biology to understand detailed assignments and communicate with co-workers.
- Knowledge and skill in taking scientific measurements, performing simple mathematical calculations, and keeping

detailed and precise records in order to collect and assemble data from field surveys or investigations.

- Ability to perform a variety of repetitive tasks involving several work steps.
- Ability to meet and deal with people effectively.

Factor 2 - Supervisory Controls

Receives supervision from the project leader or designated professional biologist. Supervisor outlines assignments and objectives and provides specific instructions. Completed work is reviewed for acceptability of results, compliance with instructions, and grasp of procedures and techniques. Incumbent is generally expected to independently accomplish assigned tasks but opportunity exists for periodic discussion with supervisor or other professionals to answer questions on procedures used when unfamiliar or unusual techniques or procedures are involved.

Factor 3 - Guidelines

Guidelines are in the form of specific oral instruction relating to the station work assignments and will include reading assignments that supplement academic training in the major area of study. Incumbent will perform the work according to the guidelines, deviations must be authorized by the supervisor.

Factor 4 - Complexity

Assignment includes primarily routine tasks designed to prepare the student for professional biological work. Varied and more difficult assignments are phased in as incumbent gains experience and additional education. Incumbent assists others by doing simpler portions of daily work operations and by working independently on other operational tasks which are repetitive in nature.

Factor 5 - Scope and Effect

Work effort enhances appearance of the physical site, facilitates the technical and professional mission of the project, and provides on-the-job professional training for students in their particular biological field.

Factor 6 - Personal Contacts

Personal contacts are with employees within the immediate work unit and the general public.

Factor 7 - Purpose of Contacts

Contacts are for the purpose of receiving work assignments, receiving instructions, reporting progress or problems, and reporting on completed work. Provide routine information to the public.

Factor 8 - Physical Demands

The work involves standing, bending, walking, and a moderate amount of physical exertion. The incumbent may be required to lift objects weighing up to 25 pounds in performance of assigned duties. Incidental operation of Government owned or leased vehicles is required.

Factor 9 - Work Environment

The incumbent works indoors in an office or workshop setting and/or outdoors, where the incumbent may encounter variable weather conditions. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class C.

Student Trainee ( ) GS-0499-5 Job No. T-12

Introduction

Incumbent serves as student trainee under a cooperative education agreement. The incumbent receives on-the-job training in the biological sciences from the U.S. Fish and Wildlife Service and pertinent education leading to a degree from an accredited college or university.

Major Duties

- Receives on-the-job instruction, work assignments, and reading assignments that supplement academic training in the major area of study.
- Carries out census efforts; collects and records information on habitat conditions, weather data, water level, gauge readings, and visitor use.
- Drafts simple interpretive material, such as species lists and basic information on various sites of interest to the public.
- Answers routine questions from visitors, provides directions, and may be called upon to conduct tours of the station.
- Participates occasionally in facility maintenance duties, such as cleaning, painting, mowing, and routine maintenance.
- Prepares routine reports and covers project office during brief periods of absence of office staff.
- Conducts population surveys and collects and/or identifies specimens of birds, small mammals, reptiles, amphibians, and plants found locally.
- Performs biological studies for determining manner and extent to which wildlife populations are affected by management activities.
- Participates as an observer in habitat management planning, food crop planting, and law enforcement activities.

Factor 1 - Knowledge Required by the Position

- Professional knowledge of theory, principles, and methods of wildlife biology and related disciplines, such as would be obtained through a college major in Wildlife Biology or its equivalent.
- Skill in presenting data and its analysis, discussion, and recommendations in a form requiring a minimum of review and editing.
- Skill in taking scientific measurements, performing simple mathematical calculations, and keeping detailed and precise records.

- Skill in meeting and dealing with people effectively.
- Skill in operating motorized vehicles.

Factor 2 - Supervisory Controls

Incumbent receives supervision from the Project Leader who outlines assignments and objectives and provides specific instructions. Completed work is reviewed for acceptability of results, compliance with instructions, and grasp of procedures and techniques. Incumbent is generally expected to independently accomplish assigned tasks but opportunity exists for periodic discussion with supervisor or other professionals to answer questions on procedures used when unfamiliar or unusual techniques or procedures are involved.

Factor 3 - Guidelines

Guidelines are in the form of specific oral instruction relating to the station work assignments and will include reading assignments that supplement academic training in the major area of study. Incumbent will perform the work according to the guidelines, deviations must be authorized by the supervisor.

Factor 4 - Complexity

Assignment includes primarily routine tasks designed to prepare the student for professional biological work. Varied and more difficult assignments are phased in as incumbent gains experience and additional education. Incumbent assists others by doing simpler portions of daily work operations and by working independently on other operational tasks which are repetitive in nature.

Factor 5 - Scope and Effect

Work effort enhances appearance of the physical site, facilitates the technical and professional mission of the project, and provides on-the-job professional training for students in their particular biological field.

Factor 6 - Personal Contacts

Personal contacts are with supervisor, co-workers, and the general public.

Factor 7 - Purpose of Contacts

Contacts are for the purpose of receiving work assignments, receiving instructions, reporting progress or problems, and

reporting on completed work. Provides routine information to the public.

Factor 8 - Physical Demands

The work involves standing, bending, walking, and a moderate amount of physical exertion. The incumbent may be required to lift objects weighing up to 25 pounds in performance of assigned duties.

Factor 9 - Work Environment

The incumbent works indoors in an office or workshop setting and/or outdoors, where the incumbent may encounter variable weather conditions. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class C.

Student Trainee (Land Surveyor), GS-0199-4

Introduction

Incumbent serves under a cooperative education agreement with a participating educational institution. The position is designed to provide training and experience to supplement classroom study. Incumbent is assigned a variety of duties designed to provide experience and training in the many aspects of land surveying. The work will provide training and experience in areas, such as legal aspects and land laws, technical requirements and procedures, methods of survey, operation and care of survey instruments and equipment, application of survey mathematics, survey crew and camp operations, and supervisor and employee responsibilities. The background obtained at this level exposes incumbent to the basic surveying skills and knowledge required to assume GS-5 level responsibilities.

Major Duties

- Performs assignments that provide an orientation to the U.S. Fish and Wildlife Service and instruction on policies, regulations, procedures; and the organization's functions, programs and operations. Incumbent will be introduced to the content and uses of the 1973 Manual of Surveying Instruction and how it applies to surveying Federal boundaries.
- Incumbent will work under the direct supervision of a Land Surveyor in a learning capacity. Receives written and oral detailed instructions and guidance. Work is observed and reviewed for compliance with instructions, procedures, accuracy and completeness.
- Operates a variety of surveying instruments and cutting tools.

Factor 1 - Knowledge Required by the Position

Professional knowledge of land surveying principles, theories and practices as would typically be acquired through a bachelor's degree program in land surveying sufficient to enable the incumbent to perform trainee level duties.

Factor 2 - Supervisory Controls

The supervisor assigns work with clear, specific and detailed instructions as to the methods, procedures, and guidelines to use. The incumbent works in accordance with the instructions, referring to the supervisor on any matter not covered in the instructions or guidelines. The work is reviewed in progress and

upon completion for technical accuracy, adequacy and compliance with the instructions and established procedures.

Factor 3 - Guidelines

The guidelines include standard land surveying references, agency manuals, technical manuals, guidebooks, directives, and local work plans that are detailed and directly applicable to the work. The incumbent works in strict adherence to the guidelines and consults with the supervisor or higher graded Land Surveyors for any required deviations.

Factor 4 - Complexity

Assignments consists of specific tasks designed to orient the student in the application of land surveyor theory and basic principles. The tasks are routine and usually entail readily identifiable survey problems and geographical conditions. In some cases, the incumbent performs part of a project handled by a higher graded Land Surveyor.

Factor 5 - Scope and Effect

The purpose of the work is to orient the employee in the practical application of land surveying theory, practices, methods, and basic principles, and provides experience in dealing with the investigating, and establishing or reestablishing land and property boundaries, and in the preparation of plats and legal descriptions of land. The effect of the work is to aid in the timely survey of lands and to occasionally serve as party chief during routine surveys.

Factor 6 - Personal Contacts

Contacts are primarily for the purpose of obtaining, furnishing or exchanging factual survey information.

Factor 7 - Physical Demands

A considerable amount of physical activity is required while conducting field survey operations, hiking or climbing over rugged and steep trails while carrying heavy survey equipment and clearing survey lines of brush with axes, brush hooks and chain saws.

Factor 8 - Work Environment

Outdoor work requires exposure to risks and discomforts of extremes in climate, living conditions, and terrain. Safety

precautions are required and the incumbent must wear protective equipment during field survey operations. The incumbent may also be exposed to poisonous snakes, plants, and a variety of wild and dangerous animals common to the outdoors. Other work is performed in an office setting with adequate heat, light, and ventilation.

Student Trainee (Outdoor Recreation Planner) GS-0299-04

Introduction

Incumbent serves as a student trainee under a cooperative education agreement with a participating college or university. The student performs a variety of duties in support of professional managers/biologists. Assignments are designed to orient and expose the student to the mission and work of the U.S. Fish and Wildlife Service and to the benefits and conditions of Federal employment.

Major Duties

- Receives on-the-job instruction, work assignments, and reading assignments which supplement academic training in the major areas of study.
- Assists in preparation of public use and interpretation programs, including drafting text for interpretive signs and publications, developing concepts design for publications and exhibits, developing audio/visual programs, and developing educational programs for the general public.
- Drafts simple interpretive material such as species lists and basic information on various sites of interest to the public.
- Answers routine questions from visitors, provides directions, and conducts tours of the station.
- Prepares routine reports and covers project office during brief periods of absence of office staff.
- Conducts interpretive and environmental education programs for youths and adults, both on-site and off-site.
- Keeps track of YCC Camp supplies, materials, and tools and insures their availability at the proper site and time.
- Participates as an observer in other aspects of field station management, including habitat management planning, population surveys, and law enforcement activities.

Factor 1 - Knowledge Required by the Position

- General knowledge of wildlife biology, natural resource management, interpretation, and/or environmental education, and knowledge of the operational routines and procedures used in these areas to perform a variety of tasks.
- Knowledge of basic interpretive and environmental education techniques to understand detailed assignments and communicate with coworkers.

- Knowledge and ability to develop basic interpretive and educational materials, and ability to conduct interpretive and environmental education presentations.
- Ability to perform a variety of repetitive tasks involving several work steps.
- Ability to meet and deal with people effectively.

Factor 2 - Supervisory Controls

Receives supervision from the project leader or designated field station staff member. Supervisor outlines assignments and objectives and provides specific instructions. Completed work is reviewed for acceptability of results, compliance with instructions, and grasp of procedures and techniques. Incumbent is generally expected to independently accomplish assigned tasks but opportunity exists for periodic discussions with supervisor or other professionals to answer questions on procedures used when unfamiliar or unusual techniques or procedures are involved.

Factor 3 - Guidelines

Guidelines are in the form of specific oral instructions relating to the station work assignments and will include reading assignments which supplement academic training in the major area of study. Incumbent will perform the work according to the guidelines; deviations must be authorized by the supervisor.

Factor 4 - Complexity

Assignment includes primarily routine tasks designed to prepare the student for outdoor recreation planner work. Varied and more difficult assignments are phased in as incumbent gains experience and additional education. Incumbent assists others by doing simpler portions of daily work operations and by working independently on other operational tasks which are repetitive in nature.

Factor 5 - Scope and Effect

Work effort enhances appearance of the physical site, facilitates the technical and professional mission of the project, and provides on-the-job professional training for students in their particular field.

Factor 6 - Personal Contacts

Personal contacts are with employees within the immediate work unit and the general public.

Factor 7 - Purpose of Contacts

Contacts are for the purpose of receiving work assignments, receiving instructions, reporting progress of problems, and reporting on completed work. Provide routine information to the public.

Factor 8 - Physical Demands

The work involves standing, bending, walking, and a moderate amount of physical exertion. The incumbent may be required to life objects weighing up to 25 pounds in performance of assigned duties. Incidental operation of Government owned or leased vehicles is required.

Factor 9 - Work Environment

The incumbent works indoors in an office or workshop setting and/or outdoors, where the incumbent may encounter variable weather conditions. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class C.

Student Trainee (Maintenance Worker), WG-4799-4

Introduction

Incumbent serves as a student trainee under a cooperative education agreement with a participating technical, grade, or vocational school. The student performs a variety of duties in support of a station's maintenance program. Assignments are designated to orient and expose the student to the mission and work of the U.S. Fish and Wildlife Service and to the benefits and conditions of federal employment.

Major Duties

- Receives on-the-job instruction and work assignments that supplement vocational school training.
- Assists by lifting, carrying, holding materials and performing other related tasks in cleaning plugged water pipes and sewer lines, and in renovation of building interiors and the replacement of worn plumbing fixtures; performs minor and simple tasks in the removal and replacement of broken window panes and old roofs on hatchery buildings, warehouses, offices and dwellings.
- Aids in the installation, repair and alteration of cabinets, doors, hardware (such as hinges, catches), interior trim, i.e., sheetrock, baseboards, tile, linoleum, etc., by holding bracing materials, handling tools, materials or fittings.
- Cleans machinery with wirebrush and paints equipment. Prepares surfaces and paints interior and exterior of buildings using brush, roller or spray gun when work is completely outlined by supervisor, including materials, methods and tools to be used. Mixing or blending of paint for desired application consistency is usually done by immediate supervisor.
- Operates gasoline and diesel vehicles, such as cars, pickups, trucks or tractors, with gross vehicle weight of up to and including 7,000 pounds.
- Washes and fuels vehicles, performs such services as checking, changing oil and water; checking fluid levels in crankcases, power steering, transmissions, batteries, radiators, braking systems, etc.; changes, repairs rotates, replaces tires; replaces oil and air filters; checks, adjusts, replaces fan belts, hoses, and similar items.
- Maintains station grounds by mowing lawns, trimming shrubs, spraying weeds with chemicals.
- Keeps work areas clean by sweeping, mopping replacing tools used in work, etc.

Factor 1 - Skill and Knowledge Required by the Position

- Ability to follow oral, and occasionally written instructions.
- Skill in operating push lawn mower, simple power tools.
- Skill in using a variety of handtools, such as wrenches, screwdrivers, hammers, sheers, rakes, shovels.
- Ability to operate vehicles, such as cars and trucks.

Factor 2 - Nature and Degree of Responsibility

Receives detailed oral and occasionally written instructions and orders and guidance on new assignments. Supervisor outlines work to be done and specifies methods, techniques, materials and tools to be used. Work is closely supervised during progress and upon completion is reviewed in detail. The simple routine tasks are performed without supervision after they are learned.

Factor 3 - Physical Effort

Standing, walking, stooping, bending, kneeling and climbing are involved. Work is occasionally done in cramped and other uncomfortable positions. There is much tiring movement of arms. Lifting and carrying of tools and equipment are involved. Items weighing ten pounds are lifted frequently and objects weighing fifty points are handled occasionally.

Factor 4 - Work Conditions

Work is done both inside in workshops, buildings, warehouses, etc., and outside, sometimes in bad weather. Working from scaffolds, staging,and ladders is involved. Some hazardous duty is involved. Coveralls, aprons, hats and safety shoes are usually worn. Worker is exposed to grime, grease, exhaust fumes, and dusty conditions. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class C.

APPENDIX G

SAMPLE PERFORMANCE STANDARD

1. ELEMENT

NARRATIVE DESCRIPTION: Prepares Correspondence and Special Reports as Assigned

NUMBER: 1

Check one:

A. X CRITICAL

B. _____ NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when correspondence is submitted to supervisor well prepared, in the proper format, in a timely manner, with an effective communication of ideas and information to the reader.

b. Performance is satisfactory when special reports are turned in to supervisor by the deadline date and meets completed staff work criteria.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

_____ EXCEEDS THE STANDARD

_____ MEETS THE STANDARD

_____ FAILS TO MEET THE STANDARD

SECTIONS 1 AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

U.S. FISH AND WILDLIFE SERVICE

PERFORMANCE PLAN CONTINUATION SHEET

1. ELEMENT NARRATIVE DESCRIPTION: Assists in the Maintenance Program

NUMBER: 2

Check one:

A. X CRITICAL

B. _____ NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when incumbent indicates in informal discussions with supervisor that he/she has a basic understanding of the refuge maintenance program and has carried out assignments at a satisfactory level.

b. Performance is satisfactory when periodic checks by supervisor show incumbent is able to recognize maintenance and development needs on the refuge and submits work requests in a timely manner.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

____ EXCEEDS THE STANDARD ____ MEETS THE STANDARD ____ FAILS TO MEET THE STANDARD

SECTIONS 1 AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

U.S. FISH AND WILDLIFE SERVICE

PERFORMANCE PLAN CONTINUATION SHEET

1. ELEMENT NARRATIVE DESCRIPTION: Assists in the Biological Program

NUMBER: 3

Check one:

A. X CRITICAL

B. _____ NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when incumbent indicates in informal discussions with supervisor that he/she has a basic understanding of the Refuge Wildlife program and has carried out assignments at a satisfactory level.

b. Performance is satisfactory when incumbent prepares accurate, well written reports and submits them to supervisor/Refuge Biologist by established deadlines.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

_____ EXCEEDS THE STANDARD _____ MEETS THE STANDARD _____ FAILS TO MEET THE STANDARD

SECTIONS 1 AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

1. ELEMENT NARRATIVE DESCRIPTION: Assists in the Public Use Program

NUMBER: 4

Check one:

A. X CRITICAL

B. _____ NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when incumbent indicates in informal discussions with supervisor that he/she has a basic understanding of the refuge public use program and has carried out assignments at a satisfactory level.

b. Performance is satisfactory when incumbent is able to: answer general questions from visitors, provide directions, and conduct tours of the refuge.

c. Performance is satisfactory when news releases are prepared on a timely basis, are accurate, grammatically correct, readable and in the format desired by the supervisor.

d. Performance is satisfactory when incumbent conducts public use surveys and reports findings in well written reports to his/her supervisor. Reports are submitted by established deadlines.

e. Performance is satisfactory when incumbent indicates that he/she has a basic understanding of the refuge law enforcement program.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

_____ EXCEEDS THE STANDARD _____ MEETS THE STANDARD _____ FAILS TO MEET THE STANDARD

SECTIONS 1 AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

U.S. FISH AND WILDLIFE SERVICE

PERFORMANCE PLAN CONTINUATION SHEET

1. ELEMENT NARRATIVE DESCRIPTION: Assists in the Administrative Program

NUMBER: 5

Check one:

A. X CRITICAL

B. _____ NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when incumbent indicates in informal discussions with supervisor that he/she has a basic understanding of the refuge administrative program and has carried out assignments at a satisfactory level.

b. Performance is satisfactory when incumbent indicates in informal discussions with supervisor that he/she has a basic understanding of manuals, handbooks, etc. which are assigned the incumbent to read.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

_____ EXCEEDS THE STANDARD _____ MEETS THE STANDARD _____ FAILS TO MEET THE STANDARD

SECTIONS I AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

U S FISH AND WILDLIFE SERVICE

PERFORMANCE PLAN CONTINUATION SHEET

1. ELEMENT NARRATIVE DESCRIPTION: Safety

NUMBER: 6

Check one:

A. X CRITICAL

B. _____ NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when incumbent abides by station/Service policies.

b. Performance is satisfactory when incumbent identifies unsafe conditions or procedures and notifies supervisor of the potential hazard.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

_____ EXCEEDS THE STANDARD _____ MEETS THE STANDARD _____ FAILS TO MEET THE STANDARD

SECTIONS 1 AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

U.S. FISH AND WILDLIFE SERVICE

PERFORMANCE PLAN CONTINUATION SHEET

1. ELEMENT — NARRATIVE DESCRIPTION: Assists in the Coordination of Special Refuge Employment Program

NUMBER: 7

Check one:

A. X — CRITICAL

B. _____ — NONCRITICAL

II. PERFORMANCE STANDARD(S):
PERFORMANCE EXPECTATIONS, STATED IN TERMS OF QUALITY, QUANTITY, TIMELINESS, OR OTHER MEASUREABLE CRITERIA.

a. Performance is satisfactory when periodic checks by the supervisor indicate that the incumbent is:
1. efficiently administrating the overall refuge YCC program
2. trouble-shooting administrative or work accomplishment problems
3. communicating and coordinating refuge's program needs with the supervisor
4. tracking the time and attendance of the enrollees
5. preparing all reports as required
6. tracking materials and supplies to see that they are properly cared for and stored at the end of each work day.

III. ACTUAL PERFORMANCE:
BRIEFLY DESCRIBE EMPLOYEE'S ACTUAL ACHIEVEMENTS AGAINST ABOVE PERFORMANCE STANDARDS.

IV. ELEMENT RATING LEVEL:
OVERALL ASSESSMENT OF PEROFMRANCE ON THE ELEMENT AS A WHOLE.

____ EXCEEDS THE STANDARD ____ MEETS THE STANDARD ____ FAILS TO MEET THE STANDARD

SECTIONS 1 AND II ARE COMPLETED AT THE BEGINNING OF THE RATING CYCLE.
SECTIONS III AND IV ARE COMPLETED AT THE END OF THE RATING CYCLE.

80

Form [illegible]

APPENDIX H

SAMPLE TRAINING PLAN

SAMPLE STUDENT TRAINEE TRAINING PLAN

Name of Student: _____

Dates of Work Period: _____

Location: _____

Name of Immediate Supervisor: _____

Description	Date Completed
Orientation to refuge and FWS-Organization, history of refuge and Service, refuge programs.	_____
Administrative duties - Office procedures, reporting, procurement, fiscal accountability, etc., under the direction of the Refuge Administrative Clerk and Assistant Refuge Manager (Office).	_____
Visitor Center Operation - Answer visitor inquiries, maintain exhibits and audio visual devices, etc.	_____
Wildlife Census - Conduct weekly waterfowl counts and/or big game surveys.	_____
Refuge Maintenance - Fence repair, culvert clean out, litter pick-up, water control structure repair, etc.	_____
Special Projects - Design, develop, and set up refuge slide filing system.	_____
Hunter Check Station - Operate during refuge deer hunt.	_____
Hunt law enforcement observation and assistance.	_____
Special Project - Assist with construction and erection of nest structures on refuge impoundments.	_____
Controlled Burning - Participate and assist with marsh burning in Unit A.	_____
Planning - Assist with the development of a revised water management plan for the refuge including data gathering, analysis, and writing of portions of plan.	_____

Special Independent Project - Research, design, and write up station wildlife inventory procedure to be submitted to Refuge Manager upon completion. _____

Close Out of Assignment - Develop independent report of reactions to assignment with recommendations and suggestions for future student trainees at station and present to Refuge Manager. _____

APPENDIX I

WORK PERIOD APPRAISAL

STUDENT TRAINEE WORK PERIOD APPRAISAL

Name of Student:	Dates of Work Period:	Location:

Rating Scale: 1 - Outstanding 3 - Satisfactory 5 - Unsatisfactory
2 - Excellent 4 - Marginal 6 - No opportunity to evaluate

(Place a rating number in the block beside each rating element below. Use the space below each element to explain the rating. Include recommendations for improvement, if appropriate. Please type.

JUDGEMENT - Uses good judgement in interpreting and following policies and procedures; recognizes when there is a need for departures from usual procedures.

WORKING WITH OTHERS - Has good liaison with colleagues; assists others whenever appropriate; gives competent and complete assistance; gains the confidence of others; pleasant and courteous.

ORAL COMMUNICATIONS - Talks on the level of people he/she deals with; critique to requests for help; gets the point across; asks questions when necessary to understand instructions.

WRITTEN COMMUNICATIONS - Gets the necessary information before writing; writes effectively; reader can follow the thoughts and come to the intended conclusion.

INITIATIVE - Acts timely on all assigned tasks; willingly does assignments to the best of his/her abilities.

ADAPTABILITY - Readily accepts new or different tasks and adapts to new situations; knows when to seek assistance or support.

PLANNING AND ORGANIZING - Work is neat, well arranged, and easy to follow; plans use of time well.

CREATIVITY - Sees relationships among factors and comes up with good and workable ideas; cuts through procedural obstacles; develops workable end products.

DECISIONMAKING - Not afraid to make decisions and learn from failures; decisions are based on facts or sound judgement; accepts responsibility for decisions made.
AMOUNT OF WORK - All assigned tasks were completed by the date agreed to by student trainee and supervisor.
QUALITY OF WORK - Meets quality standards agreed to by student trainee and supervisor.
INTEREST IN RESOURCE - Demonstrates interest in wildlife oriented tasks; shows dedication to wildlife resource management.

this student completing his/her last work assignment before graduation?

No ____ (Complete Section A, below) Yes ____ (Complete Secton B, below)

A. Do you recommend this student be retained in the Student-Trainee Program?

Yes ____ No ____ (Explain why or why not in the space below.)

If "Yes", do you have any recommendations for future assignments, training, or academic study which would better prepare the student for refuge management with the Service in the future? Identify specific strengths and weaknesses.

B. Does this Student Trainee have the potential to become a successful career Service employee in the selected occupational field?

Yes ____ No ____ (Explain why or why not in the space below.)

This appraisal has been discussed with the student.

Student Signature	Date	Refuge Manager Signature	Date

APPENDIX J

SAMPLE PERSONNEL FORMS

APPENDIX C

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1 Agency Position No: 33333-

2 Reason for Submission: [ ] Redescription [ ] Reestablishment [X] New [ ] Other
Explanation *(Show any positions replaced)*

3 Service: [ ] Hdqtrs [X] Field

4 Employing Office Location: Lakewood, CO

5 Duty Station: Anywhere NWR

6 OPM Certification No:

7 Fair Labor Standards Act: [ ] Exempt [ ] Nonexempt

8 Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9 Subject to IA Action: [ ] Yes [ ] No

10 Position Status: [ ] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11 Position is: [ ] Supervisory [ ] Managerial [ ] Neither

12 Sensitivity: [ ] 1—Non-Sensitive [ ] 2—Noncritical Sensitive [ ] 3—Critical Sensitive [ ] 4—Special Sensitive

13 Competitive Level Code:

14 Agency Use:

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Student Trainee (Wildlife Biologist)	GS	0499	05		3/3/33

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: U.S. Fish and Wildlife Service

b. Second Subdivision: Region 6

c. Third Subdivision: Refuges and Wildlife

d. Fourth Subdivision: Division of Operations

e. Fifth Subdivision: Anywhere NWR

19. Employee Review—This is an accurate description of the major duties and responsibilites of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: Refuge Manager

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: XXX XXXXX, Associate Manager, Zone X

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

Use Standard Position Description (T-12)

J-1

25. Description of Major Duties and Responsibilities *(See Attached)*

BEST COPY AVAILABLE

Standard Form 52
Rev. 8/68
U.S. Office of Personnel Management
FPM Chapter 296

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office *(Also complete Part B, items 1, 7-22, 32, 33, 38 and 39.)*

1. Actions Requested: Establish Cooperative Education Position

2. Request Number:

3. For Additional Information Call *(Name and Telephone Number)*: XXX XXXXX 333-333-3333

4. Proposed Effective Date: June 1,

5. Action Requested By *(Typed Name, Title, Signature, and Request Date)*: XXX XXXXX Project Leader

6. Action Authorized By *(Typed Name, Title, Signature, and Concurrence Date)*: XXX XXXXX Associate Manager, Zone I

PART B - For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*: STUDENT, I. M.

2. Social Security Number: 333-33-3333

3. Date of Birth: 3/33/33

4. Effective Date:

First Action

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

Second Action

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number: 33333- Student Trainee (Wildlife Biologist)

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
						GS	0499	05	01	$16,305	PA

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization:
Region 6 - Denver, CO
Asst. Reg. Dir. - Refuges & Wildlife
Division of Operations
Anywhere NWR
Lakewood, CO

Employee Data

23. Veteran Preference: 1 - None; 2 - 5-Point; 3 - 10-Point/Disability; 4 - 10-Point/Compensable; 5 - 10-Point/Other; 6 - 10-Point/Compensable/30%

24. Tenure: 2 (0 - None; 1 - Permanent; 2 - Conditional; 3 - Indefinite)

25. Agency Use:

26. Veterans Preference for RIF: YES NO

27. FEGLI:

28. Annuitant Indicator:

29. Pay Rate Determinant:

30. Retirement Plan:

31. Service Comp. Date (Leave):

32. Work Schedule: F (F - Full-time; P - Part-Time; I - Intermittent; Q - PT Seasonal; J - INT Seasonal; H - FT On-Call; R - PT On-Call)

33. Part-Time Hours Per Biweekly Pay Period:

Position Data

34. Position Occupied: 1 - Competitive Service; 2 - Excepted Service; 3 - SES General; 4 - SES Career Reserved

35. FLSA Category: E - Exempt; N - Nonexempt

36. Appropriation Code:

37. Bargaining Unit Status:

38. Duty Station Code:

39. Duty Station *(City - County - State or Overseas Location)*:

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49 Citizenship	50. Vietnam Era Vet	51. Supervisory Status
				1-USA 8-Other	V-Yes N-No	

PART C - Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.	ARD-Refuges & Wildlife		E.	ARD - Human Resources	
C.			F.	Regional Director	

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature:

Approval:

CONTINUED ON REVERSE SIDE

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52-117

Editions Prior To 4/87 Are Unusable After 9/30/88
NSN 7540-01-249-3980

Standard Form 52
Rev. 8/88
U.S. Office of Personnel Management
FPM Chapter 296

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)*

1. Actions Requested: LWOP - Not to Exceed 03/33/33
2. Request Number:
For Additional Information Call *(Name and Telephone Number)*: XXX XXXXX 333-333-3333
4. Proposed Effective Date: October 1, 19

5. Action Requested By *(Typed Name, Title, Signature, and Request Date)*: XXX XXXXX Project Leader

6. Action Authorized By *(Typed Name, Title, Signature, and Concurrence Date)*: XXX XXXXX Associate Manager, Zone I

PART B - For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*: STUDENT, I.M.
2. Social Security Number: 333-33-3333
3. Date of Birth: 3/33/33
4. Effective Date:

First Action

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

Second Action

7. FROM: Position Title and Number: 33333- Student Trainee (Wildlife Biologist)

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Salary	13. Pay Basis
GS	0499	05	01	$16,305	PA

15. TO: Position Title and Number:

16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis

14. Name and Location of Position's Organization:
Region 6 - Denver, CO
Asst. Reg. Dir. - Refuges & Wildlife
Division of Operations
Anywhere NWR
Lakewood, CO

22. Name and Location of Position's Organization:

Employee Data

23. Veteran Preference: 1 - None; 2 - 5-Point; 3 - 10-Point/Disability; 4 - 10-Point/Compensable; 5 - 10-Point/Other; 6 - 10-Point/Compensable/30%
24. Tenure: 0 - None; 1 - Permanent; 2 - Conditional; 3 - Indefinite
25. Agency Use:
26. Veterans Preference for RIF: YES / NO
27. FEGLI:
28. Annuitant Indicator:
29. Pay Rate Determinant:
30. Retirement Plan:
31. Service Comp. Date (Leave):
32. Work Schedule: F - Full-time; P - Part-Time; I - Intermittent; G - FT Seasonal; Q - PT Seasonal; J - INT Seasonal; H - FT On-Call; R - PT On-Call
33. Part-Time Hours Per Biweekly Pay Period:

Position Data

34. Position Occupied: 1 - Competitive Service; 2 - Excepted Service; 3 - SES General; 4 - SES Career Reserved
35. FLSA Category: E - Exempt; N - Nonexempt
36. Appropriation Code:
37. Bargaining Unit Status:
38. Duty Station Code:
39. Duty Station *(City - County - State or Overseas Location)*:
40. Agency Data:
41.:
42.:
43.:
44.:
45. Educational Level:
46. Year Degree Attained:
47. Academic Discipline:
48. Functional Class:
49. Citizenship: 1-USA 8-Other
50. Vietnam Era Vet: V-Yes N-No
51. Supervisory Status:

PART C - Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.	Acting Regional Director		E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. — Signature — Approval Date

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Editions Prior To 4/87 Are Unusable After 9/30/88
NSN 7540-01-249-3980

Standard Form 52
Rev. 6/88
U.S. Office of Personnel Management
FPM Chapter 298

USE THIS SAMPLE WHEN RETURNING A STUDENT TO DUTY AND REASSIGNING THEM TO ANOTHER LOCATION -- SUBMIT OF-8 ALSO

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)*

1. Actions Requested	2. Request Number
Return to Duty/Reassignment	
3. For Additional Information Call *(Name and Telephone Number)*	**4. Proposed Effecti**
I.M. Manager 333-333-3333	03/33/33

5. Action Requested By *(Typed Name, Title, Signature, and Request Date)*	6. Action Authorized By *(Typed Name, Title, Signature, and Concurrence Date)*
I.M. Refuge Manager, Project Leader	John Doe, Associate Manager, Zone I

PART B - For Preparation of SF 50 *(Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Date of Birth	4. Effective Date
STUDENT, I. M.	333-33-3333	3/33/33	

First Action		Second Action	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
61520- Student Trainee (Wildlife Biologist)	61530- Student Trainee (Wildlife Biologist)

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
GS	0499	05	01	$17,686	PA	GS	0499	05	01	$17,686	PA

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
Region 6 - Denver, CO Asst. Reg. Director - Refuges & Wildlife Division of Operations Charles M. Russell NWR - Lewistown, MT Lakewood, CO	Region 6 - Denver, CO Asst. Reg. Director - Refuges & Wildlife Division of Operations Benton Lake NWR - Black Eagle, MT Lakewood, CO

Employee Data

23. Veteran Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 - None; 2 - 5-Point; 3 - 10-Point/Disability; 4 - 10-Point/Compensable; 5 - 10-Point/Other; 6 - 10-Point/Compensable/30%	2 (0 - None; 1 - Permanent; 2 - Conditional; 3 - Indefinite)		☐ YES ☐ NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
		F (F - Full-time; P - Part-Time; I - Intermittent; G - FT Seasonal; Q - PT Seasonal; J - INT Seasonal; H - FT On-Call; R - PT On-Call)	

Position Data

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service; 2 - Excepted Service; 3 - SES General; 4 - SES Career Reserved	E - Exempt; N - Nonexempt		

38. Duty Station Code	39. Duty Station *(City - County - State or Overseas Location)*

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49 Citizenship	50. Vietnam Era Vet	51. Supervisory Status
				☐ 1-USA 8-Other	☐ V-Yes N-No	☐

PART C - Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.	Acting Regional Director		E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date

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Editions Prior To 4/87 Are Unusable After 9/30/88
NSN 7540-01-249-3980

APPENDIX K

SAMPLE VACANCY NOTICE

COOPERATIVE EDUCATION PROGRAM

U.S. FISH AND WILDLIFE PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: RW-92-01

OPENING DATE: March 16, 1992 CLOSING DATE: April 10, 1992

WHAT IS THE COOPERATIVE EDUCATION PROGRAM (CO-OP): The CO-OP Program is an opportunity for students to receive exposure and experience in their occupational fields by alternating periods of study with periods of study related employment.

POSITIONS AVAILABLE:
Wildlife Biology/Refuge Management: Positions will typically involve work at National Wildlife Refuges. Types of duties include: Conducting population surveys and collecting and/or identifying specimens of birds, small mammals, reptiles, amphibians, and plants; gathering biological data; participating in habitat management, food crop planting, and maintenance duties (fence repair, tractor operation, etc.); working in a visitor center, preparing simple interpretive material, answering visitor questions, and conducting tours.

LOCATION: Students hired into the CO-OP Program may work at a National Wildlife Refuge at one of the following: National Bison Range or Charles M. Russell NWR in Montana; Bear River Migratory Bird Refuge in Utah; J. Clark Salyer NWR, Devils Lake Wetland Management District, or Tewaukon NWR in North Dakota; Crescent Lake NWR in Nebraska; Waubay NWR or Sand Lake NWR in South Dakota.

ELIGIBILITY: Applicants must be enrolled in an accredited institution that is willing to enter into a Cooperative Education Program Working Agreement or currently has a CO-OP agreement with the U.S. Fish and Wildlife Service. The student must be in good academic standing and pursuing a baccalaureate or graduate degree in an academic area of interest to the Fish and Wildlife Service (i.e., natural resources) and be interested in a career with the Fish and Wildlife Service upon graduation.

TENTATIVE SALARY:

GS-3	$6.75 per hour	GS-7	$10.50 per hour
GS-4	$7.57 per hour	GS-9	$12.84 per hour
GS-5	$8.47 per hour		

Baccalaureate: Students enter the program at GS-3 or GS-4. Upon graduation and completion of the program, students are placed at GS-5.

Graduate: Students enter the program at GS-5 or GS-7. Upon graduation and completion of the program, students are placed at GS-5, GS-7, or GS-9.

WORK PERIODS:
Work periods can be full-time (40 hours per week) or part-time (16 to 32 hours per week). Work periods cannot be exclusively scheduled during vacation periods. Work periods may begin as early as Spring 1992.

Listed below are the work schedule requirements for each program:

The Baccalaureate Degree Program requires two or more work periods that total at least 26 weeks (1040 hours) of time in work status.

The Graduate Program requires one or more work periods that must total at least 16 weeks (640 hours) in work status.

BENEFITS:
Students are eligible for the Federal Employees Retirement System (FERS), annual leave, sick leave, and holiday pay. Students may be eligible for health and life insurance depending upon the amount of time in work/pay status. Some travel expenses to and from the CO-OP work periods may be reimbursed by the Fish and Wildlife Service.

CONVERSION:
Students who successfully complete the requirements of the Cooperative Education Program are eligible to be non-competitively converted to a permanent Career or Career-Conditional Appointment within 120 days after graduation. However, participating in the Cooperative Education Program does not commit either the Fish and Wildlife Service or the students to employment after graduation.

HOW TO APPLY:
Students must submit: Application for Federal Employment, Standard Form 171 (SF-171 Revised 6-88), and a current college transcript (an official or unofficial transcript is acceptable). The application package must be submitted through the school's Cooperative Education Office or Placement Office. The school will certify that the student meets the basic eligibility requirements described in this announcement. The application package should be sent by the school to: U.S. Fish and Wildlife Service, Division of Personnel, P.O. Box 25486, Denver Federal Center, Lakewood, CO 80225, Attention: CO-OP Program. Applications must be postmarked by the closing date. The DI-1935, Applicant Background Survey, (Attachment #1) will provide the Department of the Interior with the information for planning and assessing the effectiveness of affirmative employment recruitment efforts. In order to have complete and useful information, applicants are encouraged to complete the survey. COMPLETION OF THIS FORM IS VOLUNTARY. This survey will only be used for the above purpose.

ALL CANDIDATES WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, OR AGE. SELECTIONS WILL NOT BE BASED ON CRITERIA THAT IS NOT JOB RELATED.

Note: Tentatively selected candidates will be required to submit additional application materials, upon request, prior to confirmation of selection.

SC

U.S. DEPARTMENT OF THE INTERIOR
APPLICANT BACKGROUND SURVEY

GENERAL INSTRUCTIONS

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Vacancy Announcement No.:	Date (Month, Day, Year):
Position :	

PRIVACY ACT INFORMATION

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) December 31, 1974, for individuals completing Federal [illegible] and forms that solicit personal information.

AUTHORITY

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7(b)

Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. It is used to relate this form to other records that you file with Federal agencies.

1. Name (Last, First, MI):	2. Year of Birth:	3. Social Security Number:
	1 9 ☐ ☐	☐☐☐ -- ☐☐ -- ☐☐☐☐

4. How did you learn about the particular position or exam for which you are applying? *(You may circle up to three choices)*

01— Private Information Service
02— Magazine
03— Newspaper
04— Radio
05— TV
06— Poster
07— Private Employment Office
08— State Employment Office (Unemployment Office)
09— Agency Personnel Department (Bulletin Board or Other Announcement)
10— Agency or Other Federal Government Recruitment at School or College
11— Federal, State, or Local Job Information Center
12— Religious Organization
13— School or College Counselor or Other Official
14— Friend or Relative Working for Agency
15— Friend or Relative Not Working for Agency
16— Other (Specify) _____

5. Please categorize yourself in terms of race and sex using the definitions below. In the box in Block 6, place the RACE/ETHNIC Code which indicates the group with which you identify yourself. Check the appropriate box in Block 7, to show your sex.

DEFINITIONS

A — American Indian or Alaskan Native
B — Asian or Pacific Islander
C — Black, Not of Hispanic Origin
D — Hispanic
E — White, Not of Hispanic Origin

6. RACE/ETHNIC CODE: ☐

7. SEX: 1. Male ☐ 2. Female ☐

FOR BUREAU USE ONLY

Date Recieved (Mo., Day, Yr.)	P A T C O Code	Bureau Code
☐☐ ☐☐ ☐☐	☐☐☐☐☐	☐☐

APPENDIX L

QUALIFICATIONS STANDARDS

STUDENT TRAINEE QUALIFICATION STANDARD FOR COMPETITIVE SERVICE POSITIONS

This standard describes the qualification requirements for student trainees under career-conditional or career appointments in the competitive service. Eligibility and selection requirements for prospective competitive service student trainees are described in FPM Chapter 332, Appendix G. Student trainee positions in the excepted service are covered by the Multiseries Student Trainee Qualification Standard for Schedule B Positions. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

Students may be appointed to any position which leads to qualification in a two-grade interval professional, administrative, or technical occupational series. Following is a list of the occupational series covered by this standard.

GS-099	General Student Trainee Series
GS-199	Social Science Student Trainee Series
GS-299	Personnel Management Student Trainee Series
GS-399	Administration and Office Support Student Trainee Series
GS-499	Biological Science Student Trainee Series
GS-599	Financial Management Student Trainee Series
GS-699	Medical and Health Student Trainee Series
GS-799	Veterinary Student Trainee Series
GS-899	Engineering and Architecture Student Trainee Series
GS-999	Legal Occupations Student Trainee Series
GS-1099	Information and Arts Student Trainee Series
GS-1199	Business and Industry Student Trainee Series
GS-1299	Copyright and Patent Student Trainee Series
GS-1399	Physical Science Student Trainee Series
GS-1499	Library and Archives Student Trainee Series
GS-1599	Mathematics and Statistics Student Trainee Series
GS-1699	Equipment and Facilities Student Trainee Series
GS-1799	Education Student Trainee Series
GS-1899	Investigation Student Trainee Series
GS-1999	Quality Inspection Student Trainee Series
GS-2099	Supply Student Trainee Series
GS-2199	Transportation Student Trainee Series

This standard has been approved by the Administrator of Veterans Affairs for use within the Department of Medicine and Surgery of the Veterans Administration under the provisions of Section 4105, title 38, U.S.C.

COMPETITIVE SERVICE STUDENT TRAINEE POSITIONS

Student trainees qualify as described below.

GRADE	LEVEL OF EDUCATION
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year post-high school
GS-4	Completion of 2 academic years post-high school or associate's degree

The required education must lead to a bachelor's degree with specialization in or directly related to the field in which they will receive training on the job. The degree of specialization in this field must satisfy on graduation the specific educational requirements in the qualification standard for the corresponding two-grade interval positions.

PROMOTION REQUIREMENTS

Student trainees may be promoted to higher-graded trainee positions based on completion of portions of the education and student trainee work experience.

To GS-3: Completion of one full semester, or the equivalent, of post-high school study and one period of student trainee work experience.

To GS-4: (a) Completion of 1 academic year of study and two periods of student trainee work experience; or (b) completion of 1½ academic years of study and one period of student trainee work experience.

To GS-5: (a) Completion of 3 academic years of study and one period of GS-4 student trainee work experience; or (b) completion of 2½ academic years of study and 6 months (at least 960 hours) of GS-4 student trainee work experience.

Upon completion of all the requirements for a bachelor's degree in an appropriate field, student trainees may be reassigned or promoted in the appropriate target series to GS-5 or GS-7, if they meet the qualification requirements of the target occupation, including minimum education requirements, if any.

EXPLANATION OF TERMS

An academic year of undergraduate education is defined as 30 semester hours, 45 quarter hours, or the equivalent in an accredited college or university.

For purposes of this standard, a period of student trainee work experience is the equivalent of 2 months (320 hours) of full-time work experience.

WRITTEN TESTS

No written test is required for these positions.

SCHEDULE B STUDENT TRAINEE POSITIONS

CONVERSION

Students may be converted noncompetitively to a career or career-conditional appointment to the target position within 120 days following completion of their educational and work experience requirements. An agency may recommend noncompetitive conversion in another Federal agency provided that all parties agree that the appointment is in the best interest of the Government. Students may also be promoted noncompetitively immediately prior to conversion. When converting students, the following conditions must be met:

a. Students must meet the qualification standard for the position including minimum education requirements, if any;

b. The position must be in the field, or in a closely related field, for which the students were trained; and

c. Students must meet all the program requirements in FPM Chapter 308.

TEST REQUIREMENTS

A written test is not required for Schedule B student trainee positions at the time of initial appointment or upon conversion.